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ABSTRACT

Hawaii's State Plan for Library Programs under the Library Services and Construction Act includes the following sections: (1.0) General Provisions; (1.1) State Agency (exhibits are: Executive Order No. 19, and the Constitution of the State of Hawaii); (1.2) Free Library Services; (1.3) Tables of Organization; (1.4) Personnel; (1.5) Custody of Funds; (1.6) Disbursement of Funds; (1.7) State Fiscal Control and Accounting; (1.8) Reports; (1.9) Amendment; (2.0) Public Library Services, Title I; (2.1) Policy Methods and Purposes; (2.2) Priorities and Criteria for Improving Public Library Services; (3.0) Public Library Construction; Title II; (3.1) Criteria, Priorities and Procedures; (3.2) Opportunity for State Hearing; (3.3) Davis-Bacon Act and Contract Work Hours Standards Act; (4.0) Library Cooperation; (5.0) State Institutional Library Services-Title IV, Part A.; (6.0) Library Services to the Physically Handicapped-Title IV, Part B; (7.0) Legal Authority and (8.0) Suggested Certification Forms. (MF)

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STATE PLAN FOR LIBRARY PROGRAMS UNDER LIBRARY SERVICES AND CONSTRUCTION ACT

AS AMENDED

Office of Library Services

LI 002

STATE OF HAWAII
DEPARTMENT OF EDUCATION
April, 1967
(Reprinted January, 1968)

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DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

August 10, 1967

Air Mail

Mr. James R. Hunt
State Librarian
Department of Education
Division of Library Services
P.O. Box 2360
Honolulu, Hawaii 96804

Dear Mr. Hunt:

Enclosed is a copy of the Hawaii State Plan for Library Programs under the Library Services and Construction Act, with face sheet completed, and with text as approved. We are retaining the other three copies for our official files.

Sincerely yours,

Helen Luce

Helen Luce
Library Extension Specialist
Library Programs and Facilities Branch

Enclosure

State Plan for Library Programs under Library Services and Construction Act, as amended

Submitted by the State of Hawaii in accordance with the provisions of the Library Services and Construction Act, as amended, and the Regulations promulgated thereunder.

Submitted by Office of Library Services, Department of Education

on March 22, 1967.

By James R. Hunt

Assistant Superintendent, Library Services
(State Librarian)

To be completed by the Office of Education:

Date on which plan or amendment is effective: April 1, 1967

By Helen Luce

Title Library Extension Specialist

OFFICE OF EDUCATION
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LSCA

Plan Section Number 1.0

State Hawaii

Fiscal Year 1967

1.0 General provisions.

1.1 State agency.

1.11 Name of State agency.

Office of Library Services, Department of Education, State of Hawaii.

1.12 Official title of officer.

State Librarian (Assistant Superintendent for Library Services).

1.13 Authority to administer and supervise.

The State agency shall be responsible for the administration or the supervision of the administration of all activities to be carried out under the State plan. Local public libraries are part of a single state system administered by the State agency. Contracts may be used for Title III and IV and the contracts will provide for supervision by the State agency.

1.14 Programs under plan.

The State plan includes programs for all titles of the Library Services and Construction Act.

1.15 Coordination.

The Office of Library Services of the Department of Education administers public libraries and coordinates the development of school libraries throughout the State. Coordination with other types of libraries at the State and local level will be undertaken through consultation, meetings and long range planning.

EXECUTIVE ORDER NO. 19

1.13

WHEREAS, the Hawaii State Government Reorganization Act of 1959, Act 1, Second Special Session, First State Legislature 1959, enacted pursuant to Article IV, section 6 of the Constitution of the State of Hawaii, provides for the allocation of all executive and administrative offices, departments and instrumentalities of the state government and their respective functions, powers and duties, among and within eighteen (18) principal departments; and

WHEREAS, the said Hawaii State Government Reorganization Act of 1959 provides that the provisions therein pertaining to the establishment of departments and the assignment of functions, powers and duties thereto shall be made effective by executive order;

NOW, THEREFORE, I, WILLIAM F. QUINN, Governor of the State of Hawaii, pursuant to the power vested in me by said Act, do hereby order that the provisions of section 18 of said Act pertaining to the Department of Education, including the Department of Public Instruction (except the dental health treatment function), the Library of Hawaii, the Hawaii County library, the Kauai County library, the Maui County library, the division of vocational rehabilitation, and their respective functions, powers, duties and authority, and all other sections of said Act applicable to said department, are made effective as of the date of this order.

EXHIBIT I

DONE at Iolani Palace, Honolulu,
State of Hawaii, this 20th
day of September, 1961.

/s/ William F. Quinn

WILLIAM F. QUINN
Governor of Hawaii

REVISED LAWS OF HAWAII 1955

1965 Supplement

ARTICLE IX
EDUCATION

PUBLIC EDUCATION

Section 1. The State shall provide for the establishment, support and control of a statewide system of public schools free from sectarian control, a state university, public libraries and such other educational institutions as may be deemed desirable, including physical facilities therefor. There shall be no segregation in public educational institutions because of race, religion or ancestry; nor shall public funds be appropriated for the support or benefit of any sectarian or private educational institution.

Department of Education. § 14A-17.
Support of sectarian schools. 73 Stat. 4, P.L. 86-3, s. 5(f).

CHAPTER 45
LIBRARIES

On abolishment of agencies in this chapter and transfer of their functions, see §§ 14A-17, 14A-84.

§ 45-32. Disposition of fines and related income. Income from the operation of libraries that are financially supported by the State shall be deposited with the director of finance to the credit of the general fund; provided that moneys or properties donated for library use and patrons' deposits shall be deposited and accounted for in accordance with regulations prescribed by the comptroller. [L. 1961, c. 184, s. 5.]

"Finance" substituted for "the budget". L. 1963, c. 114, s. 1.

[§ 14A-34.] Agencies and offices abolished. The following agencies and offices and their respective boards and commissions as heretofore constituted are hereby abolished: board of commissioners of agriculture and forestry, bureau of the budget, commission on children and youth, economic planning and coordination authority, board of commissioners of public archives, territorial planning office, Hawaii development council, department of public works, territorial highway department, treasury department, office of the tax commissioner, tax appeal court, boards of (tax) review, comptroller, high sheriff, territorial loyalty board, board of health, department of institutions, advisory boards on institutions, territorial hospital and Waimano home appeal commission, bureau of sight conservation and work with the blind, department of public welfare, public welfare board, council on veterans' affairs, library of Hawaii, Hawaii county library managing board, Maui county libraries managing board, board of public lands, commissioner of public lands, territorial surveyor, bureau of conveyances, hydrographer, board of appraisers, territorial commission on historical sites, Hawaii water authority, Hawaii soil conservation committee, farm loan board of Hawaii, airport zoning board, commission of labor and industrial relations, department of labor and industrial relations, Hawaii employment relations board, apprenticeship council, military department, civil defense agency, civil defense advisory council, board of prison inspectors, dental health advisory committee, territorial advisory committee for hospitals and medical care, fishery advisory committees, voting machine board, disposal committee, board of disposal, commission on ground water resources, Hawaii land development authority, department of attorney general, commission to promote uniform legislation, department of civil service, civil service commission, department of public instruction, board of commissioners of public instruction, university of Hawaii, board of regents of the university of Hawaii, and Hawaiian homes commission.

The following agencies and offices and their respective boards and commissions shall expire at such time provided in this chapter: Kauai county libraries managing board, Hawaii aeronautics commission, board of harbor commissioners, and fair commission of Hawaii. [L. Sp. 1959, 2d, c. 1, s. 38.]

EXHIBIT II-1

[§ 14A–17.] Department of education. The department of education shall be headed by an executive board to be known as the board of education.

Under policies established by the board, the superintendent shall administer programs of education and public instruction throughout the State, including education at the pre-school, primary and secondary school levels, post high school vocational and adult education, library services, transcribing services for the blind, vocational rehabilitation (subject to the proviso hereinafter set forth), health education and instruction (not including dental health treatment transferred to the department of health), and such other programs as may be established by law.

The function of vocational rehabilitation shall be transferred to the department of social services as soon as such transfer may be made without jeopardizing any federal aid.

The functions and authority heretofore exercised by the department of public instruction (except dental health treatment transferred to the department of health), library of Hawaii, Hawaii county library, Maui county library, and the transcribing services program of the bureau of sight conservation and work with the blind, as heretofore constituted are hereby transferred to the department of education established by this chapter.

The management contract between the board of supervisors of the county of Kauai and the Kauai public library association entered into under the provisions of section 45–13 shall be terminated at the earliest time after November 25, 1959, permissible under the terms of such contract and the provisions of this paragraph shall constitute notice of such termination, and the functions and authority heretofore exercised by the Kauai county library as heretofore constituted and the Kauai public library association over the public libraries in the county of Kauai shall thereupon be transferred to the department of education established by this chapter.

The management contracts between the trustees of the library of Hawaii and the Friends of the Library of Hawaii entered into under the provisions of section 45–1, and between the library of Hawaii and the Hilo library and reading room association entered into under the provisions of section 45–11, shall be terminated at the earliest time after [November 25, 1959], permissible under the terms of such contracts, and the provisions of this paragraph shall constitute notice of such termination.

Upon the termination of such contracts, the State or the counties shall not enter into any library management contracts with any private association; provided, that in providing library services the board of education may enter into contracts approved by the governor for the use of lands, buildings, equipment and facilities owned by any private association.

There shall be within the department of education a commission in each county to be known as the library advisory commission for such county which shall in each case sit in an advisory capacity to the board of education on matters relating to public library services in the respective county. Each commission shall consist of not less than seven and no more than eleven members. [L. Sp. 1959, 2d, c. 1, s. 18; am. L. 1965, c. 175, s. 41(a).]

"November 25, 1959", substituted for "the effective date of this Act"; but see s. 41 of c. 1 set forth as note following § 14A–35.

Effectuation: Ex. O. 19, September 20, 1961.

Correction of error: Par. 6, repetitious words omitted.

Const. Art. IX, §§ 1, 2, 3, education.

Superintendent's salary. § 4A–2.

L. 1965 amended second and fourth par.

Superintendent must satisfy three-year residence requirement of Const. Art. IV, § 6. Board cannot authorize a salary exceeding that set by statute. Att. Gen. Op. 62–5.

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EXHIBIT II-2

[§ 14A-3.] Selection and terms of members of boards and commissions. The members of each board and commission established by law shall be nominated and, by and with the advice and consent of the senate, appointed by the governor. Unless otherwise provided by this chapter or by law hereafter enacted, the terms of such members shall be for four years; provided, that the governor may reduce the terms of those initially appointed so as to provide, as nearly as can be, for the expiration of an equal number of terms at intervals of one year for each board and commission. Each term shall commence on January 1 and expire on December 31. After [November 25, 1959], no person shall be appointed consecutively to more than two terms as a member of the same board or commission; provided, that membership on any board or commission shall not exceed eight consecutive years.

A vacancy occurring in the membership of any board or commission during a term shall be filled for the unexpired term thereof, subject to the provisions of article IV, section 6 of the Constitution of the State of Hawaii.

The governor may remove or suspend for cause any member of any board or commission after due notice and public hearing.

Except as otherwise provided by this chapter, the provisions of this section shall apply to every board and commission established by this chapter, or existing or established after [November 25, 1959]. The term of each member of any board or commission existing on [November 25, 1959], shall terminate on December 31, 1959. All new appointments to such board or commission shall thereafter be made in accordance with the provisions of this section.

The provisions of this section shall not apply to ex officio members of boards and commissions or to the board of trustees of the employees' retirement system or to the several county police and liquor commissions. [L. Sp. 1959, 2d, c. 1, s. 5.]

"November 25, 1959" substituted for "the effective date of this Act".

Other general provisions relating to boards and commissions. Const. Art. IV, § 6; §§ 5-1, 5-22, 6-41, 7-24 et seq.

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1965 Supplement

EXHIBIT II-3

[§ 14A–4.] Administrative supervision of boards and commissions. Whenever any board or commission is established or placed within or transferred to a principal department for administrative purposes or subject to the administrative control or supervision of the head of the department, the following provisions shall apply except as otherwise specifically provided by this chapter:

(a) The head of the department shall represent the board or commission in communications with the governor and with the legislature.

(b) The financial requirements from state funds of the board or commission shall be submitted through the head of the department and included in the budget for the department.

(c) All rules and regulations adopted by the board or commission shall be subject to the approval of the governor.

(d) The employment, appointment, promotion, transfer, demotion, discharge and job descriptions of all officers and employees of or under the jurisdiction of the board or commission shall be determined by the board or commission subject to the approval of the head of the department and to applicable personnel laws.

(e) All purchases of supplies, equipment or furniture by the board or commission shall be subject to the approval of the head of the department.

(f) The head of the department shall have the power to allocate the space or spaces available to the department and which are to be occupied by the board or commission.

(g) Any quasi-judicial functions of the board or commission shall not be subject to the approval, review or control of the head of the department.

(h) Except as set forth hereinabove, the head of the department shall not have the power to supervise or control the board or commission in the exercise of its functions, duties and powers. [L. Sp. 1959, 2d, c. 1, s. 6; am. L. 1965, c. 96, s. 140.]

Rule-making procedure. Chap.
L. 1965 amended (c).

[§ 14A–5.] Powers and duties of heads of departments. Except as otherwise provided by this chapter, every power and duty conferred by law and required to be performed by any officer, board, department, bureau, commission, administrative agency, or instrumentality of the State existing immediately prior to [November 25, 1959], shall hereafter be exercised and performed by the head of the respective department established by this chapter, whether the head of the department be a single executive, board or commission.

Except as otherwise provided by this chapter, the head of a department may assign any function vested in his department to any subordinate officer or employee as he deems desirable. With the approval of the governor, the head of a department may establish or abolish within his department any division or other administrative unit to achieve economy and efficiency and in accord with sound administrative principles and practices and procedures set forth in section 1 of this Act.*

The head of each department may prescribe regulations for the administration of his department, for the conduct of its employees, for the performance of its business, and for the custody, use and preservation of records, equipment and other property pertaining thereto; provided, that the regulations shall not be inconsistent with the requirements of chapters 3, 4, 6C and 7, or rules promulgated by the governor or other laws of the State of Hawaii.

For the purposes of section 3–20(o), the phrase "department head appointed under or in the manner provided in the first paragraph of section 80 of the Organic Act" shall be construed to include a single executive who is a head of a principal department and the executive officer of a board or commission which is the head of a principal department established by this chapter. [L. Sp. 1959, 2d, c. 1, s. 7; am. L. 1965, c. 96, s. 9.]

"November 25, 1959" substituted for "the effective date of this Act"; but see § 41 of c. 1 set forth as note following § 14A–35.

L. 1965 amended third par. to conform to chapter 6C.

[§ 14A–6.] Department staffs. Except as otherwise provided by this chapter and with the approval of the governor, the head of a department may establish or abolish any subordinate office or position, transfer officers and employees between positions, appoint and remove any subordinate, and change the duties, titles and compensation of offices and positions as is deemed necessary by the head of the department for the efficient functioning of the department, subject to the limitations of available appropriations and of the provisions of chapters 3 and 4.

All officers and employees within a department shall be under the supervision, direction and control of the head of the department, except as otherwise provided by this chapter. [L. Sp. 1959, 2d, c. 1, s. 8.]

Positions of chief of harbors division and chief of aeronautics division created under this section are covered by chapters 3 and 4. Att. Gen. Op. 62–27.

EXHIBIT II-4

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* Section 1 of Act 1, set out as note following § 14A–1.

EXECUTIVE AND ADMINISTRATIVE OFFICES AND DEPARTMENTS

Section 6. All executive and administrative offices, departments and instrumentalities of the state government and their respective functions, powers and duties shall be allocated by law among and within not more than twenty principal departments in such manner as to group the same according to major purposes so far as practicable. Temporary commissions or agencies for special purposes may be established by law and need not be allocated within a principal department.

Each principal department shall be under the supervision of the governor and, unless otherwise provided in this constitution or by law, shall be headed by a single executive. Such single executive shall be nominated and, by and with the advice and consent of the senate, appointed by the governor and he shall hold office for a term to expire at the end of the term for which the governor was elected. The governor may, by and with the advice and consent of the senate, remove such single executive.

Whenever a board, commission or other body shall be the head of a principal department of the state government, the members thereof shall be nominated and, by and with the advice and consent of the senate, appointed by the governor. The term of office and removal of such members shall be as prescribed by law. Such board, commission or other body may appoint a principle executive officer, who, when authorized by law, may be ex officio a voting member thereof, and who may be removed by a majority vote of the members appointed by the governor.

The governor shall nominate and, by and with the advice and consent of the senate, appoint all officers for whose election or appointment provision is not otherwise made by this constitution or by law. The legislature may provide for the suspension or removal for cause, by the governor, of any officer for whose removal the consent of the senate is required by this constitution.

When the senate is not in session and a vacancy occurs in any office, appointment to which requires the confirmation of the senate, the governor may fill the office by granting a commission which shall, unless such appointment is confirmed, expire at the end of the next session of the senate; but the person so appointed shall not be eligible for another interim appointment to such office if the appointment shall have failed of confirmation by the senate.

No person who has been nominated for appointment to any office and whose appointment has not received the consent of the senate shall be eligible to an interim appointment thereafter to such office.

All officers appointed under the provisions of this section shall be citizens of this State and shall have been residents of the State for at least three years next preceding their appointment.

Allocation of departments. Chapter 14A.
Temporary agencies. § 14A-29.
Terms of board members. § 14A-3.

Residence requirement. Not applicable to president of University of Hawaii. Att. Gen. Op. 61-84. Applicable to superintendent of public instruction. Att. Gen. Op. 62-5.

Appointment of chairmen of the various boards by the governor and authorizing delegation of powers to them are not contrary to this section. Att. Gen. Op. 64-18.

Referred to: 44 H. 651, 361 P.2d 890.

EXHIBIT II-5

CHAPTER 45

LIBRARIES

PART I. LIBRARY OF HAWAII

§ 45–1. Establishment; trustees. There shall be a free circulating public library to be known as the Library of Hawaii which shall be governed by a board to be known as the trustees of the Library of Hawaii, the members of which shall be residents of the Territory and shall be appointed by the governor as provided in section 80 of the Organic Act. The board shall consist of seven members appointed as aforesaid; provided that for so long as the existing contract between the board and the Friends of the Library of Hawaii, originally known as the Honolulu Library and Reading Rooms Association, continues, or a new one between the parties is entered into and is in effect, whereby the Library of Hawaii continues to obtain the use of the books, property and income of the Friends of the Library of Hawaii, the Friends of the Library of Hawaii shall have the right to nominate three of the members who shall be appointed by the governor. The trustees shall be appointed for terms of six years, and until their successors are appointed; provided that for the first terms, two shall be appointed for two years, two for four years and the remainder for six years, and any vacancy shall be filled for appointment for the unexpired term. They shall serve without pay. A majority of the board shall constitute a quorum for the transaction of business. [L. 1909, c. 83, s. 1; R. L. 1925, s. 416; R. L. 1835, s. 800; R. L. 1945, s. 1911; am. L. 1953, c. 171, s. 1; am. L. 1955, c. 102, s. 1.]

§ 45–2. Duties of trustees. The board shall care for, manage and control all property set apart, donated, loaned to, or in any manner acquired for the use of the library; receive, care for, expend and acount for any money which may be received for the purpose of erecting a building for the library or for any other purposes of the library; collect, purchase, receive gifts of and otherwise acquire all books and other publications proper for the library, and arrange, classify and catalogue the same; provide for their safekeeping; expend moneys appropriated by the legislature and otherwise acquired for the development, use, support and maintenance of the library; provide ways and means for placing the library within reach of all residents throughout the Territory and particularly of all public and private school children; provide and maintain branch libraries, offices, or places for the distribution of books and periodicals throughout the Territory; make such contracts as may be necessary to carry into effect the general duties herein imposed; appoint a president, secretary and treasurer from among its members, and such other officers and employees as it deems necessary; and make rules and regulations for its own guidance, for the management and use of the library, and for the control of the property under its management. [L. 1909, c. 83, s. 2; R. L. 1925, s. 3417; R. L. 1935, s. 801; R. L. 1945, s. 1912.]

§ 45–3. Powers of trustees; special fund. The board may make such arrangements or contracts as are approved by the governor, with any county, city, association, society, person or persons, for the purpose of benefiting the library and increasing its facilities and use; enter into such arrangement or contract as is approved by the governor, with the Friends of the Library of Hawaii, for the purpose of obtaining for the Library of Hawaii the use of the books and property and income of the Friends of the Library of Hawaii; cooperate by exchange and otherwise with libraries now existing or hereafter to be formed; receive, use, manage, or invest moneys or other property, real, personal, or mixed which may be given, bequeathed, devised or in any manner received from sources other than the legislature or any federal appropriation for any or all purposes of the Library of Hawaii; deposit with the treasurer of the Territory in a special fund to be known as "special

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fund Library of Hawaii," all moneys donated to the Library of Hawaii or to the trustees thereof; unless otherwise provided for by the terms and conditions of the donation, convert, at such time as the trustees may at their sole discretion determine, any or all donations of property, real, personal, or mixed, into money to be deposited into the special fund; expend the moneys in the special fund in accordance with the terms and conditions of each donation for the purposes of the Library of Hawaii. The trustees of the Library of Hawaii shall be the trustees of the special fund and all moneys therein shall be deemed to have been appropriated to the use and for the purposes of the Library of Hawaii. Nothing in this section contained shall be construed to limit the powers and duties of the board hereinbefore expressed, or to empower the board to obligate the Territory financially in any sum which shall not have been appropriated by the legislature for the use of the Library of Hawaii. [L. 1909, c. 83, s. 3; R. L. 1925, s. 3418; R. L. 1935, s. 802; am. L. 1939, c. 127, s. 1; R. L. 1945, s. 1913; am. L. 1953, c. 171, s. 2.]

See Act of March 3, 1931, 46 Stat. at L. 1487, c. 400, books for adult blind.

§ 45–4. Annual report to governor. Annually during the month of July but as of June 30 preceding, the board shall report to the governor the moneys received from all sources and expended for all purposes during the preceding year, and any other matters pertaining to the library which they may deem important, or the governor may require. [L. 1909, c. 83, s. 5; R. L. 1925, s. 3420; R. L. 1935, s. 803; am. L. 1937, c. 33, s. 1; R. L. 1945, s. 1914.]

PART II. COUNTY LIBRARIES

§ 45–10. Hawaii county libraries, names of. The public library operated and maintained in Kohala, North Kohala, county of Hawaii, formerly under the name of Kohala Public Library shall be designated and known as the "Bond Memorial Library"; the remaining public libraries in the county shall be designated and known as the "Hawaii County Library."

Whenever the term the "Hawaii County Library" is used in this chapter, and in acts appropriating moneys for the support and maintenance of such library, it shall, unless expressly limited, include the Bond Memorial Library. [L. 1921, c. 63, s. 1; R. L. 1925, s. 421; R. L. 1935, s. 804; R. L. 1945, s. 1915; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–11. Hawaii County Library managing board; appointment, powers, duties. The Hawaii County Library shall be governed by a managing board of nine members, one of whom shall be selected by them as chairman. They shall be residents of the county of Hawaii and shall be appointed by the governor as provided in section 80 of the Organic Act, provided that if the Hilo Library and Reading Room Association enters into an agreement with the Library of Hawaii whereby the Hilo Library and Reading Room Association agrees to devote its books, property and income to the use and benefit of the Hawaii County Library, the association may nominate the members of the managing board of the Hawaii County Library to be appointed by the governor. Persons so nominated may be officers or members of the Hilo Library and Reading Room Association.

Members of the managing board shall be appointed for terms of four years and until their successors are appointed and qualified. They shall serve without pay and a majority of the board shall constitute a quorum for the transaction of all business. The board shall have and assume the same powers and duties as a managing board appointed pursuant to section 45–15. [L. 1941, c. 48, ss. 1, 2; R. L. 1945, s. 1916; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–12. Kauai County Library, libraries included under designation of. All public libraries in the county of Kauai for which money of the Territory has been or is appropriated and used, or made available for use, shall be deemed included under the designation of and, for so long as money for its support, maintenance, or operations, is thus provided and it functions as a public library, each shall be an integral part of the Kauai County Library and that designation shall apply to all such collectively. So long as the existing contract between the Kauai Public Library Association (an eleemosynary corporation), and the board of supervisors of the county of Kauai continues, or a new one between the parties is entered into as in the next section provided, and is in effect, the designation "Kauai County Library" whenever and wherever used in this chapter or in any act, appropriating money for such library shall, whether or not named therein, include the "Albert S. Wilcox Memorial Library," at Lihue, Kauai, and appropriations to the Kauai Public Library Association shall be deemed for the "Kauai County Library." [L. 1921, c. 63, s. 2; R. L. 1925, s. 422; am. L. 1931, c. 249, s. 1; R. L. 1935, s. 805; R. L. 1945, s. 1917; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–13. Kauai County Library, management. A contract may be entered into by and between the board of supervisors of the county of Kauai and the Kauai Public Library Association which shall provide that, for so long as such contract is in effect: (a) the Kauai Public Library Association hereinafter called the "Association," shall have full powers and responsibilities of management of the Kauai County Library; (b) the library building, furniture, furnishings, fixtures, equipment and library books of the Albert S. Wilcox Memorial Library, situated in Lihue and of which the association is the owner, shall, without charge for rent for the property, be used for the purposes of, and the memorial library shall function as, a county free library and be included as an integral part of the Kauai County Library; and (c) the board of trustees of the association shall assume

EXHIBIT II-7

and have the powers and duties of and be the managing board of the Kauai County Library, the powers and duties to include, without limitation of generality, supervision and control of such Kauai County Library; the expenditure of any money acquired by it, through appropriations or otherwise, for the development, use, support and maintenance of the library, the appointment of a head or chief librarian and such other librarians and other personnel as may be employed in operating the library; and, subject to law, the making of general rules and regulations for the government of the library, branches and stations thereof.

The board of supervisors may agree to pay annually into the library fund such sums as may be agreed upon. Either party to the contract may terminate the same upon six months' notice.

In the event that no such contract is entered into or if it is terminated, the board of supervisors of the county of Kauai may establish and maintain a county free library in the manner and with the functions prescribed in sections 45–14 and 45–15, which shall become and then be deemed to be the "Kauai County Library."

Upon the execution and during the existence of any such contract as aforesaid, and, likewise, during the continuance and until termination of the existing agreement and contract entered into between the Kauai Public Library Association and the board of supervisors of the county of Kauai, which contract bears date of the 1st day of February, 1922, pursuant to which the association has since operated its library as a public county free library and has biennially had the expenditure of territorial funds appropriated to it therefor, all employees of the Kauai Public Library Association whose compensation has been, or shall be paid from territorial funds, to-wit, from territorial funds by act appropriated to or for the association, and not from funds of the association acquired from private sources, shall, for all purposes, be deemed to have been and, while employed and paid accordingly, to be territorial employees subject to the provisions of this chapter and of chapters 3 and 4, and, if, when and so long as they are regular and permanent employees, to the provisions of Part II, chapter 6, and all other laws applicable to public employees. [L. 1921, c. 63, s. 3; R. L. 1925, s. 423; am. imp. L. 1929, c. 103, s. 1; R. L. 1935, s. 806; R. L. 1945, s. 1918; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–14. **Establishment of Maui county free libraries.** The board of supervisors of the county of Maui may establish and maintain county free libraries in the manner and with the functions hereinafter prescribed. [L. 1921, c. 63, s. 4; R. L. 1925, s. 424; R. L. 1935, s. 807; R. L. 1945, s. 1919; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–15. **Maui county libraries managing board; powers, duties.** The free libraries of the county of Maui shall be governed by a managing board of five members, one of whom shall be selected by them as chairman. They shall be residents of the county of Maui and shall be appointed by the governor as provided in section 80 of the Organic Act. Members of the managing board shall be appointed for terms of four years and until their successors are appointed and qualified. They shall serve without pay and a majority of the board shall constitute a quorum for the transaction of all business.

The managing board shall have general supervision and control of the Maui county free libraries, may spend any money acquired by it through appropriation or otherwise for the development, use, support and maintenance of the libraries, and, subject to law, may make general rules and regulations for the governing thereof. The managing board shall appoint a county librarian, as well as such others as may be employed in operating the libraries, and from time to time establish library branches and stations.

The managing board shall submit to the board of trustees of the Library of Hawaii annual reports concerning the libraries, and their requirements, which report shall be incorporated in the annual report of the trustees of the Library of Hawaii and annually transmitted to the governor. [L. 1921, c. 63, s. 5; R. L. 1925, s. 425; R. L. 1935, s. 808; R. L. 1945, s. 1920; am. L. 1951, c. 190, pt. of s. 1; am. L. 1953, c. 54, s. 1.]

§ 45–16. **Qualifications of county librarians.** The board of trustees of the Library of Hawaii shall pass upon the qualifications of all persons desiring to become county librarians, and issue necessary certificates of qualifications; and to this end may adopt rules and regulations not inconsistent with law for carrying out the purpose of this section. No person shall be eligible to the office of county librarian who has not received from the board of trustees of the Library of Hawaii a certificate of qualification. Such librarian need not be a resident of the county at the time of appointment; and persons of either sex shall be eligible for certification for the office of county librarian. [L. 1921, c. 63, s. 6; R. L. 1925, s. 426; R. L. 1935, s. 809; R. L. 1945, s. 1921; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–17. **Duties of county librarians.** Prior to entering upon the duties of his office, the county librarian shall file with the managing board the usual oath of office. Subject to such rules and regulations as may be adopted by the managing board, the county librarian shall build up, and manage, according to accepted principles of library management, a library for the use of the people of the county; and shall recommend to the managing board what books and other library equipment should be purchased. [L. 1921, c. 63, s. 7; R. L. 1925, s. 427; R. L. 1935, s. 810; R. L. 1945, s. 1922; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–18. **Conventions of county librarians.** The board of trustees of the Library of Hawaii annually shall call a convention of county librarians, to assemble at such time and place as the trustees may determine with a view to discussing questions pertaining to the supervision and ad-

EXHIBIT II-8

ministration of county free libraries, the laws relating thereto, and such other subjects affecting the welfare and interest of county free libraries as shall properly be brought before the convention. County librarians shall attend and take part in the proceedings of the conventions. [L. 1921, c. 63, s. 9; R. L. 1925, s. 428; R. L. 1935, s. 811; R. L. 1945, s. 1923; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–19. **Reports by county librarians.** The county librarian shall make annual reports to the managing board as to the condition of the county free library, giving such statistical and other information as may be called for by the board, making such reports at such times as the board shall direct. [L. 1937, c. 42, pt. of s. 1; R. L. 1945, s. 1924; am. L. 1951, c. 190, pt. of s. 1.]

§ 45–20. **Assistance by Library of Hawaii.** The Library of Hawaii shall assist all county free libraries and free public libraries by the interchange and loaning of books and other reading matter, and in all other appropriate ways to the fullest extent possible. [L. 1937, c. 42, pt. of s. 1; R. L. 1945, s. 1925; am. L. 1951, c. 190, pt. of s. 1.]

PART III. GENERAL PROVISIONS

§ 45–30. **Exchange of librarians, conditions.** The trustees of the Library of Hawaii and the managing boards of the various county libraries may contract on behalf of their respective libraries for the exchange of librarians with librarians of any state, country or territory. Local librarians so exchanged shall be paid their regular salaries out of the funds appropriated for personal services in the library budget for the library concerned. The qualifications of all librarians from any such state, country or territory so exchanged shall be equal to those of the local librarians exchanged. In the selection of local librarians for exchange, preference shall be given to persons born in the Territory. The requirements of citizenship shall not apply to any librarian coming to the Territory from any foreign state, country or territory under any such contract of exchange. All librarians so exchanged shall furnish their own transportation to and from the state, country or territory with which exchanged.

No compensation shall be paid by the Territory to visiting exchange librarians; provided that in any case where the local exchanged librarian becomes incapacitated or, for any reason, leaves the exchanged position permanently, the library concerned may pay the visiting exchange librarian an amount not to exceed the salary rating of the local exchanged librarian, such an arrangement to continue until the end of the period of exchange or until such time as some satisfactory adjustment has been made. [R. L. 1945, s. 1926; add. L. 1951, c. 190, pt. of s. 1.]

§ 45–31. **Leaves of absence; substitute librarians.** The public libraries of the Territory may grant a year's leave of absence to any trained librarian who has served eight years in the public libraries of Hawaii, such librarian to be guaranteed a return to his or her position at the expiration of the leave. In granting such leave, librarians with the longest period of service shall be given first consideration. The resultant vacancy shall be filled by the appointment of a substitute for a period of no more than one year, such substitute to be paid the minimum salary provided for that position on the official salary schedule for such library.

The libraries shall pay to the librarian granted such leave of absence the difference between the minimum salary provided for the position vacated and the salary to which such librarian would be entitled if regularly reappointed, such payment to be made in twelve monthly installments, the last two of which shall not be made until after the librarian has returned to his position; provided, that the librarian granted such leave shall not engage in any form of employment, and shall devote at least one-third of his total leave either to travel or to study, or both, such as would contribute to the value of such librarian to the public library system of this Territory. Such leaves shall not be extended beyond one year and may not be repeated until after a period of eight additional years of service. [R. L. 1945, s. 1927; add. L. 1951, c. 190, pt. of s. 1.]

EXHIBIT II-9

POLICY STATEMENTS FOR THE DIVISION OF LIBRARIES ADOPTED BY THE BOARD OF EDUCATION, FEBRUARY 14, 1963

Purpose of the Division of Libraries

7211

In accordance with Article IX, State Constitution of Hawaii, and Act I, Section 18 of the First State Legislature, 2nd Special Session, and Executive Order 19, dated September 30, 1961, there is established in the Department of Education of the State of Hawaii a Division of Libraries.

The Administration office for public and special library services for the entire state shall be located in the Department of Education, Liliuokalani Building, Honolulu, Hawaii.

The Division of Libraries shall operate the Hawaii Public Library System which shall consist of the following libraries and units thereof:

1. Library of Hawaii, Honolulu, serving the residents of Oahu County.
2. The Maui County Library, Wailuku, serving the residents of Maui County.
3. The Hawaii County Library, Hilo, serving the residents of Hawaii County.
4. The Kauai County Library, Lihue, serving the residents of Kauai County.

State Librarian

7221

1. The position of State Librarian is to be directly under the Superintendent of Public Instruction, Department of Education.
2. The title is to be State Librarian.
3. The responsibility for the operation of all public libraries within the State of Hawaii and branches, sub-branches, bookmobiles and other units thereof, is assigned to the State Librarian, Department of Education, State of Hawaii. All over-all administration including the following areas of activity is assigned to the State Librarian:

a. Personnel action relating to recruitment, placement, promotion, in-service training, general assignment.

b. Budget control, preparation, justification, and administration.

c. Book and materials selection and cataloging.

d. Program determination including definition of special projects, educational activities, public relations and related activities.

e. Relationship with all other state agencies which affect public library service.

f. Plant and facility acquisition and improvement including site recommendations, preparation of building programs and review of architectural drawings, furniture and equipment recommendations, and relations with state and city agencies responsible for planning, construction and equipment.

g. The review of all library services supported by the State to make recommendations for improvements and development of additional services as they may be needed.

Budget

7310

The capital and operating budgets of the Libraries Division shall be completely separate from those of other divisions of the Department of Education. Under no circumstances shall any transfer of operating funds between schools and libraries be permitted.

The State Librarian shall appear at all public library budget hearings before the Board of Education and the Legislature.

Gifts and Bequests

7321

The County Librarians may, in the name of the Board of Education, accept appropriate gifts which become the property of the State and must be accounted as such on the individual county library inventory.

Special collections (Hawaiiana and others) and art objects now the property of the individual county libraries and future acquisitions of same remain the property of that particular county library.

Library Advisory Commissions

7510

Act I, Section 18 of the First State Legislature, 2nd Special Session, established County Library Commissions in each county whose duty is to advise the Board of Education on matters relating to public library service. The responsibility for working with the four County Library Commissions and assisting them in their studies is delegated by the Superintendent of Public Instruction to the State Librarian.

The responsibilities of the four Library Advisory Commissions shall be as follows:

1. To advise and counsel the Board of Education and State Librarian on major library policies, programs, services and problems.
2. To advise the County Librarian in the preparation of the Library Budget for each particular County, and to recommend its approval to the Board of Education. To inform the community of the Library's basic financial needs, and to work toward obtaining the necessary funds.
3. To act as liaison between the library and residents of the County, helping to interpret Library policies and services and to advise the County Librarian of community library needs.
4. To study and support legislation which will bring about the greatest good to the people and the libraries of Hawaii.
5. To study and make recommendations on particular needs of local libraries in view of population shifts, tastes, and interests of the public, and to be alert for changes in community activities that will suggest new and different services which will benefit and promote the cultural life of the community.
6. To keep abreast of current library trends by reading library literature and by visiting other libraries.
7. To be alert for new ways of keeping civic attitude toward the library friendly by developing a program of public relations.
8. To confer with the County Librarians on matters pertaining to the maintenance, upkeep and repair of buildings.
9. To cooperate with other groups such as the County School Advisory Councils, the Friends of the Library, the PTA, the Adult Education Branch and other service organizations which can be of assistance to the Library through service or gifts.

10. Upon appointment to accept the responsibility of attending meetings regularly without fail.

11. To make recommendations through proper channels for filling vacancies on their Advisory Board.

12. To keep in contact with the County Librarian as to when distinguished visitors are due and to help entertain them.

13. To consult with and advise the County Librarian on a policy relating to requests made by organizations and others for the use of the library facilities for meetings, displays, etc.

14. To cooperate with the State Librarian in the scheduling of meetings with the State Board of Education when necessary to advise in matters of major policy.

Copies of all Minutes of the Library Advisory Commissions shall be sent to the Library Services Committee which in turn shall send Minutes of its meetings to the Library Advisory Commissions.

Representatives of the County Library Advisory Commissions should meet regularly, at least quarterly, with the Library Services Committee.

CHAPTER 12

FEDERAL AID

§ 12–1. Definitions.

Extent of political activity by state employees subject to Federal Hatch Act. Att. Gen. Op. 64–46.

§ 12–5. Conflict between federal and state requirements.

Conflict in specific cases. See L. 1959, c. 265, s. 20; L. 1961, c. 184, s. 29.

§ 12–6. Treasury as depository; duties of comptroller. All federal-aid moneys received by the State, except as otherwise provided for by the federal government, shall be deposited with the [director of finance] and shall be disbursed upon warrants drawn by the comptroller of the State supported by vouchers approved by the board, commission, department or officer having charge of the expenditure of such moneys by virtue of the plan, agreement or arrangement entered into or made with the proper federal agency.

The comptroller may prescribe and maintain such system of accounts and accounting as may be required by the federal government, or any agency thereof, in carrying out the objects and purposes of the plan, agreement or arrangement. [L. 1939, c. 196, s. 3; R.L. 1945, s. 404; R.L. 1955, s. 12–6; am. L. 1957, c. 152, s. 1.]

"Director of finance" substituted for "treasurer of the State". § 14A–13.

L. 1957 substituted "comptroller" for "auditor".

ACT 8

A Bill for an Act Making Appropriations Out of the General Revenues and Approving Expenditures from Other Sources for the Fiscal Period Ending June 30, 1967.

Be it Enacted by the Legislature of the State of Hawaii:

SECTION 1. The following sums, or so much thereof as shall be sufficient to accomplish the purpose or programs of the agencies designated herein, are hereby appropriated out of moneys in the treasury from general revenue and the expenditures from other sources of revenues designated herein are hereby approved for the fiscal period beginning July 1, 1966 and ending June 30, 1967:

EDUCATION	
EDUCATION, DEPARTMENT OF	74,768,865(9353.24)
Total Requirement	96,686,833(10046.09)
Less:	
Estimated Federal Funds:	
PL 89-10, Elementary & Secondary Education Act of 1965	3 433,345
PL 874, Defense Areas	6,500,000
PL 864, Title III	364,000
PL 864, Title V	93,821
PL 864, Title X	50,000
PL 87-415, MDTA	597,467(2)
PL 85-606, Civil Defense	33,475(2)
PL 85-926, Handicapped Children	53,845
Vocational Education	119,064(11)
Veterans Training	8,595(1)
PL 88-269, Libraries	168,658(6.5)
Vocational Rehabilitation	980,253(15.4)
OASI	120,796(8.45)
PL 88-210, Vocational Education	455,725
PL 88-452, Adult Basic Education	202,710
PL 88-452, Community Action	640,521
PL 88-452, NYC	237,931
Special Funds:	
School Lunch and Milk Subsidy	855,000
School Lunch Revenues	6,737,675(629.5)
Adult Education	81,736(1)
Lahainaluna Farm Sales	30,000
Distributive Education	500
Bond Funds	152,851(16)
Net Appropriation	74,768,865(9353.24)

Provided, that in addition to certificated positions authorized for the department of education under this Act, the department may recruit for and make commitments to fill new certificated instructional positions for the fiscal year 1967-1968 in an amount up to 50 per cent of the total number of additional certificated instructional positions authorized by this Act; provided further, that appointments made under this authorization shall not become effective prior to September 1, 1967.

Provided further, that the administrative assistant to the superintendent of education shall not be subject to the provisions of chapters 3 and 4, Revised Laws of Hawaii 1955, and further, that said administrative assistant shall serve at the pleasure of the superintendent.

Provided further, that if a sum less than $6,500,000 is provided by Congress under the provisions of Public Law 874, or any other public law which amends or supersedes Public Law 874, then the difference between $6,500,000 and the sum so provided is hereby appropriated; and provided further, that if a sum greater than $6,500,000 is provided, then this appropriation shall be reduced to the extent the estimated sum of $6,500,000 is exceeded for the fiscal year 1966-1967.

Provided further, that if a sum less than $507,821 is provided by Congress under the provisions of Public Law 864 or any other public law which amends or supersedes Public Law 864, then the difference between $507,821 and the sum so provided is hereby appropriated; and provided further, that if a sum greater than $507,821 is provided, then this appropriation shall be reduced to the extent the estimated sum of $507,821 is exceeded for the fiscal year 1966-1967.

Provided further, that the quarterly allotments for custodial services and student transportation be advanced in cash to the respective counties to be expended in accordance with the adopted budget.

Form BD-1
(DE Financial)

OPERATIONAL EXPENDITURE PLAN

1966-1967

Budget Code 316

Depar
Divis
Progr
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Date

Apprn. Symbol	Program requirements and Means of Financing	Appropriation	Adjusted Appropriation	Planned E	
				1st Quarter July-Sept.	2nd Quarter Oct.-Dec.
	Positions (345.39)				
	A. PERSONNEL SERVICES				
	General Fund - Act 99...		1,818,259	441,017	452,131
	General Fund - H.B. 279..				
	General Fund - S.B. 721..				
	Special Fund				
	Federal Fund ...(6.5)....		30,537	7,616	7,629
			1,848,796	448,633	459,760
	B. OTHER CURRENT EXPENSES				
	General Fund - Act 99....		313,485	54,199	97,232
	Special Fund				
	Federal Fund				
			313,485	54,199	97,232
	C. EQUIPMENT				
	General Fund - Act 99....		448,029	115,811	137,881
	Special Fund				
	Federal Fund		137,496	27,493	41,240
			585,525	143,304	179,121
	M. MOTOR VEHICLE		10,623	10,623	
	TOTAL REQUIREMENTS........		2,758,429	656,759	736,113
	MEANS OF FINANCING				
	General Fund - Act 99....		2,590,396	621,650	687,244
	General Fund - H.B. 279..				
	General Fund - S.B. 721..				
	Special Fund				
	Federal Fund		* 168,033	35,109	48,869
	TOTAL MEANS OF FINANCING		2,758,429	656,759	736,113

* Balance of $625 for travel funds located in Superintendent's office.

OPERATIONAL EXPENDITURE PLAN

1966-1967

Budget Code 316

Department Education
Division State Administration
Program Library Services
Activity Administration
Date

riation	Adjusted Appropriation	Planned Expenditure Program					Balance (+) Deficit (-)
		1st Quarter July-Sept.	2nd Quarter Oct.-Dec.	3rd Quarter Jan.-Mar.	4th Quarter Apr.-June	Total 1965-66	
	1,818,259	441,017	452,131	461,162	463,949	1,818,259	
	30,537	7,616	7,629	7,637	7,655	30,537	
	1,848,796	448,633	459,760	468,799	471,604	1,848,796	
	313,485	54,199	97,232	97,232	64,822	313,485	
	313,485	54,199	97,232	97,232	64,822	313,485	
	448,029	115,811	137,881	126,883	67,454	448,029	
	137,496	27,493	41,240	41,240	27,523	137,466	
	585,525	143,304	179,121	168,123	94,977	585,525	
	10,623	10,623				10,623	
	2,758,429	656,759	736,113	734,154	631,403	2,758,429	
	2,590,396	621,650	687,244	685,277	595,225	2,590,396	
	* 168,033	35,109	48,869	48,877	35,178	168,033	
	2,758,429	656,759	736,113	734,154	631,403	2,758,429	

ed in Superintendent's office.

1.13

LSCA

Plan Section Number 1.2

State Hawaii

Fiscal Year 1967

1.2 Free library services.

Any and all library services furnished under the plan shall be made available free of charge to individual users under regulations prescribed by the State agency. Hawaii has a statewide library card and statewide free library service. Any resident of the State has access to all materials in any public library and the state library directly or through library interloan.

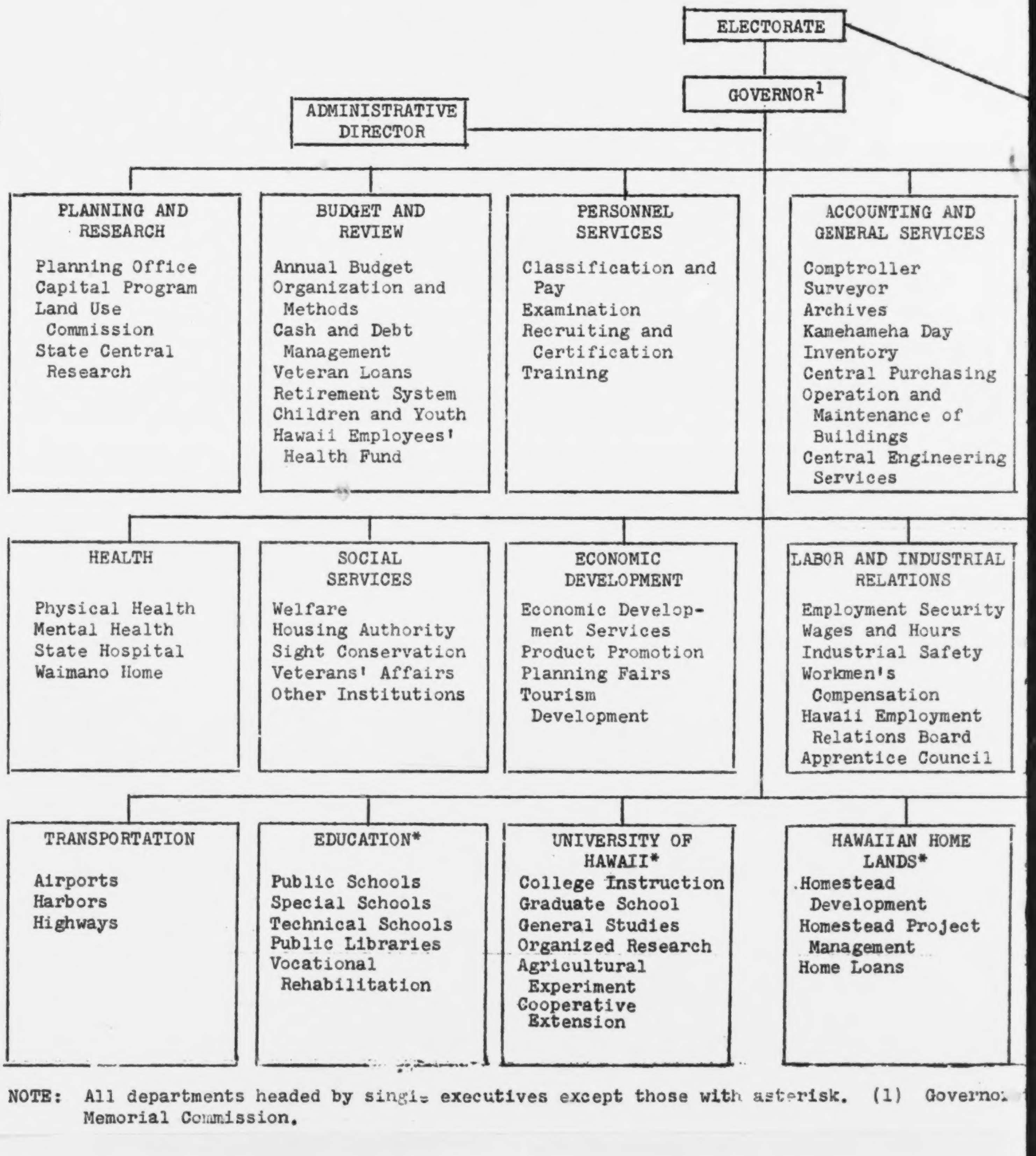
1.3 Organization.

In addition to units of the Department of Education, the Department of Budget and Finance performs staff services for the Governor's office and the Department of Accounting and General Services is by law the coordinating agency for all construction projects. In cooperation with the Office of Library Services, the Public Works Division of the Department of Accounting and General Services develops the building program, site studies, development of building, equipment, and construction specifications, supervises construction and issues reports of inspection as construction of projects takes place.

Appended is an outline of the organizational structure of the units of the State agency involved in the library extension program, indicating the lines of authority within the agency and tracing the authority of the agency back to the highest level of State authority.

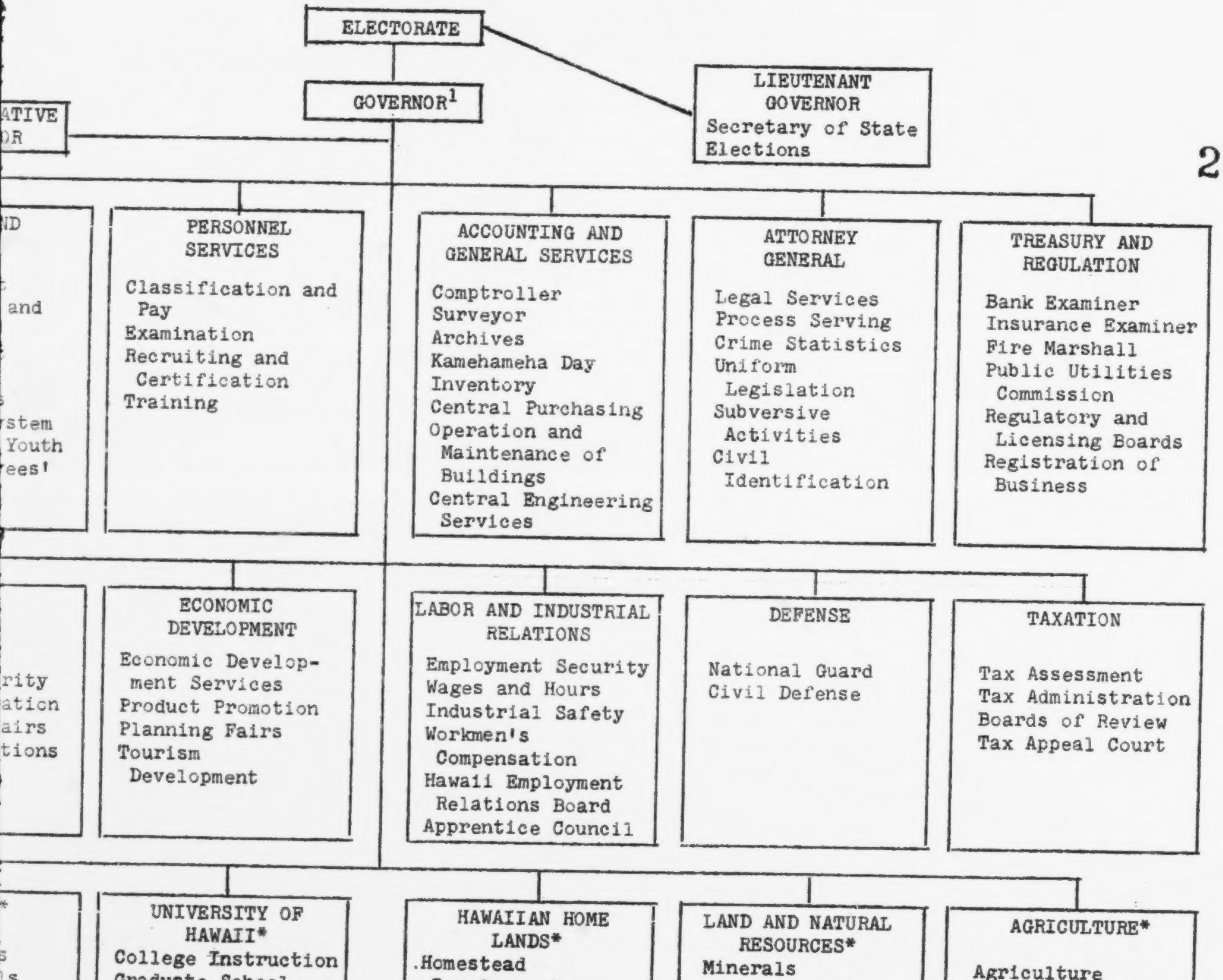
See attached organization chart. Refer to chart attached for total State Government. Hawaii's State Library function, the public library function and state responsibility for school library development are administered by the Office of Library Services.

STATE OF HAWAII
TABLE OF ORGANIZATION


ELECTORATE
GOVERNOR[1]
ADMINISTRATIVE DIRECTOR
PLANNING AND RESEARCH
Planning Office
Capital Program
Land Use Commission
State Central Research
BUDGET AND REVIEW
Annual Budget
Organization and Methods
Cash and Debt Management
Veteran Loans
Retirement System
Children and Youth
Hawaii Employees' Health Fund
PERSONNEL SERVICES
Classification and Pay
Examination
Recruiting and Certification
Training
ACCOUNTING AND GENERAL SERVICES
Comptroller
Surveyor
Archives
Kamehameha Day
Inventory
Central Purchasing
Operation and Maintenance of Buildings
Central Engineering Services
HEALTH
Physical Health
Mental Health
State Hospital
Waimano Home
SOCIAL SERVICES
Welfare
Housing Authority
Sight Conservation
Veterans' Affairs
Other Institutions
ECONOMIC DEVELOPMENT
Economic Development Services
Product Promotion
Planning Fairs
Tourism Development
LABOR AND INDUSTRIAL RELATIONS
Employment Security
Wages and Hours
Industrial Safety
Workmen's Compensation
Hawaii Employment Relations Board
Apprentice Council
TRANSPORTATION
Airports
Harbors
Highways
EDUCATION*
Public Schools
Special Schools
Technical Schools
Public Libraries
Vocational Rehabilitation
UNIVERSITY OF HAWAII*
College Instruction
Graduate School
General Studies
Organized Research
Agricultural Experiment
Cooperative Extension
HAWAIIAN HOME LANDS*
Homestead Development
Homestead Project Management
Home Loans

NOTE: All departments headed by single executives except those with asterisk. (1) Governo
Memorial Commission.

STATE OF HAWAII
TABLE OF ORGANIZATION


ELECTORATE
GOVERNOR¹
LIEUTENANT GOVERNOR
Secretary of State
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PERSONNEL SERVICES
Classification and Pay
Examination
Recruiting and Certification
Training
ACCOUNTING AND GENERAL SERVICES
Comptroller
Surveyor
Archives
Kamehameha Day
Inventory
Central Purchasing
Operation and Maintenance of Buildings
Central Engineering Services
ATTORNEY GENERAL
Legal Services
Process Serving
Crime Statistics
Uniform Legislation
Subversive Activities
Civil Identification
TREASURY AND REGULATION
Bank Examiner
Insurance Examiner
Fire Marshall
Public Utilities Commission
Regulatory and Licensing Boards
Registration of Business
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ECONOMIC DEVELOPMENT
Economic Development Services
Product Promotion
Planning Fairs
Tourism Development
LABOR AND INDUSTRIAL RELATIONS
Employment Security
Wages and Hours
Industrial Safety
Workmen's Compensation
Hawaii Employment Relations Board
Apprentice Council
DEFENSE
National Guard
Civil Defense
TAXATION
Tax Assessment
Tax Administration
Boards of Review
Tax Appeal Court
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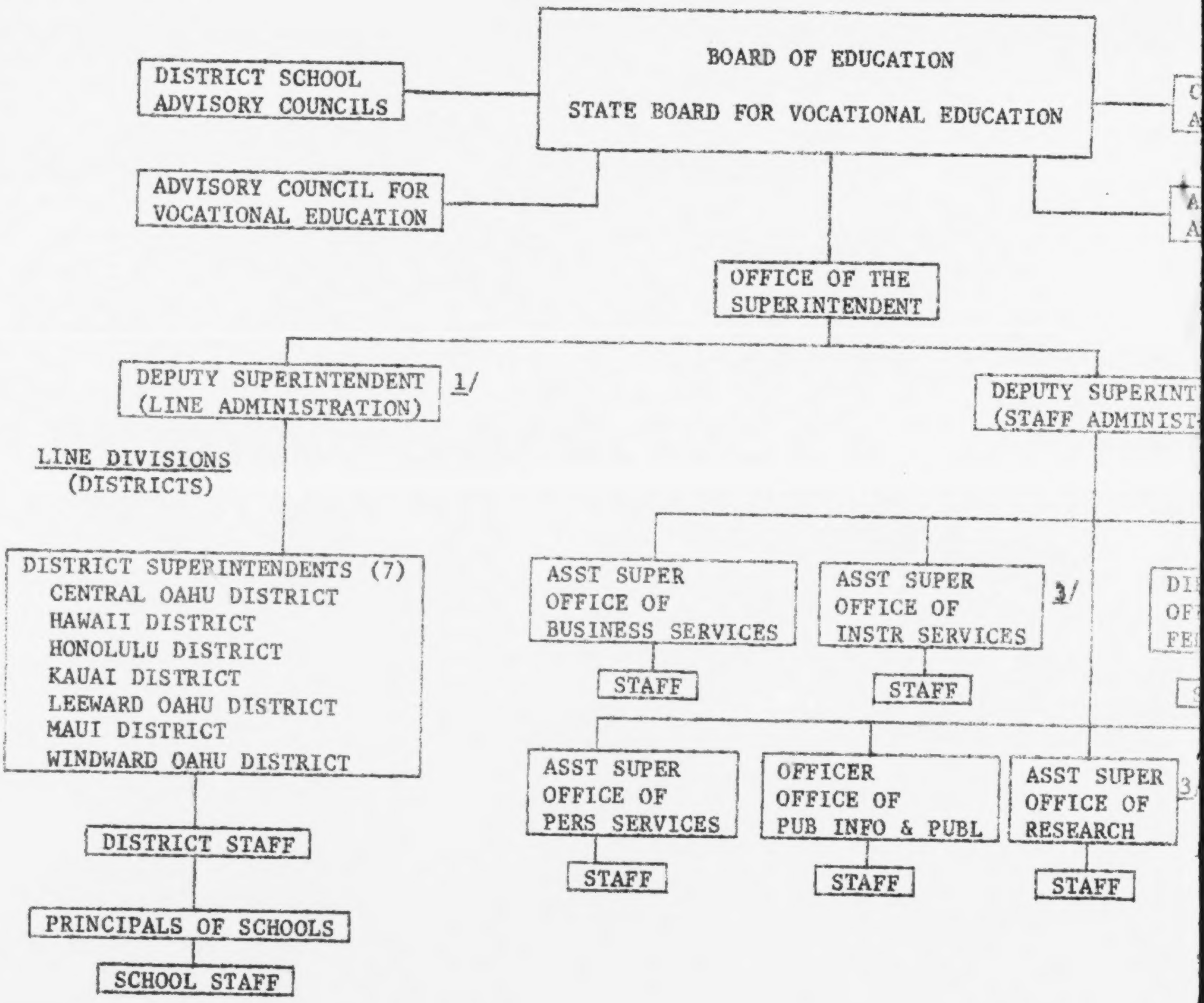
UNIVERSITY OF HAWAII*
College Instruction
Graduate School
General Studies
Organized Research
Agricultural Experiment
Cooperative Extension
HAWAIIAN HOME LANDS*
Homestead Development
Homestead Project Management
Home Loans
LAND AND NATURAL RESOURCES*
Minerals
Parks and Land
Water Resources
Land Development Authority
Historical Sites
Farm Loan
Forestry
Fishery and Wildlife
AGRICULTURE*
Agriculture
Soil Conservation
Animal Husbandry
Entomology

= executives except those with asterisk. (1) Governor to assign Pacific War


BOARD OF EDUCATION
STATE BOARD FOR VOCATIONAL EDUCATION
DISTRICT SCHOOL ADVISORY COUNCILS
ADVISORY COUNCIL FOR VOCATIONAL EDUCATION
OFFICE OF THE SUPERINTENDENT
DEPUTY SUPERINTENDENT (LINE ADMINISTRATION) 1/
DEPUTY SUPERINT (STAFF ADMINIST
LINE DIVISIONS (DISTRICTS)
DISTRICT SUPERINTENDENTS (7)
CENTRAL OAHU DISTRICT
HAWAII DISTRICT
HONOLULU DISTRICT
KAUAI DISTRICT
LEEWARD OAHU DISTRICT
MAUI DISTRICT
WINDWARD OAHU DISTRICT
DISTRICT STAFF
PRINCIPALS OF SCHOOLS
SCHOOL STAFF
ASST SUPER OFFICE OF BUSINESS SERVICES
STAFF
ASST SUPER OFFICE OF INSTR SERVICES 3/
STAFF
ASST SUPER OFFICE OF PERS SERVICES
STAFF
OFFICER OFFICE OF PUB INFO & PUBL
STAFF
ASST SUPER OFFICE OF RESEARCH
STAFF

1/ PROPOSED FOR 1967-68--ASST TO SUPERINTENDENT'S POSITION CONVERTED TO DEPUTY SUPERINT

2/ OFFICE OF VOCATIONAL REHABILITATION EXPECTED TO BE TRANSFERRED TO THE DEPARTMENT OF

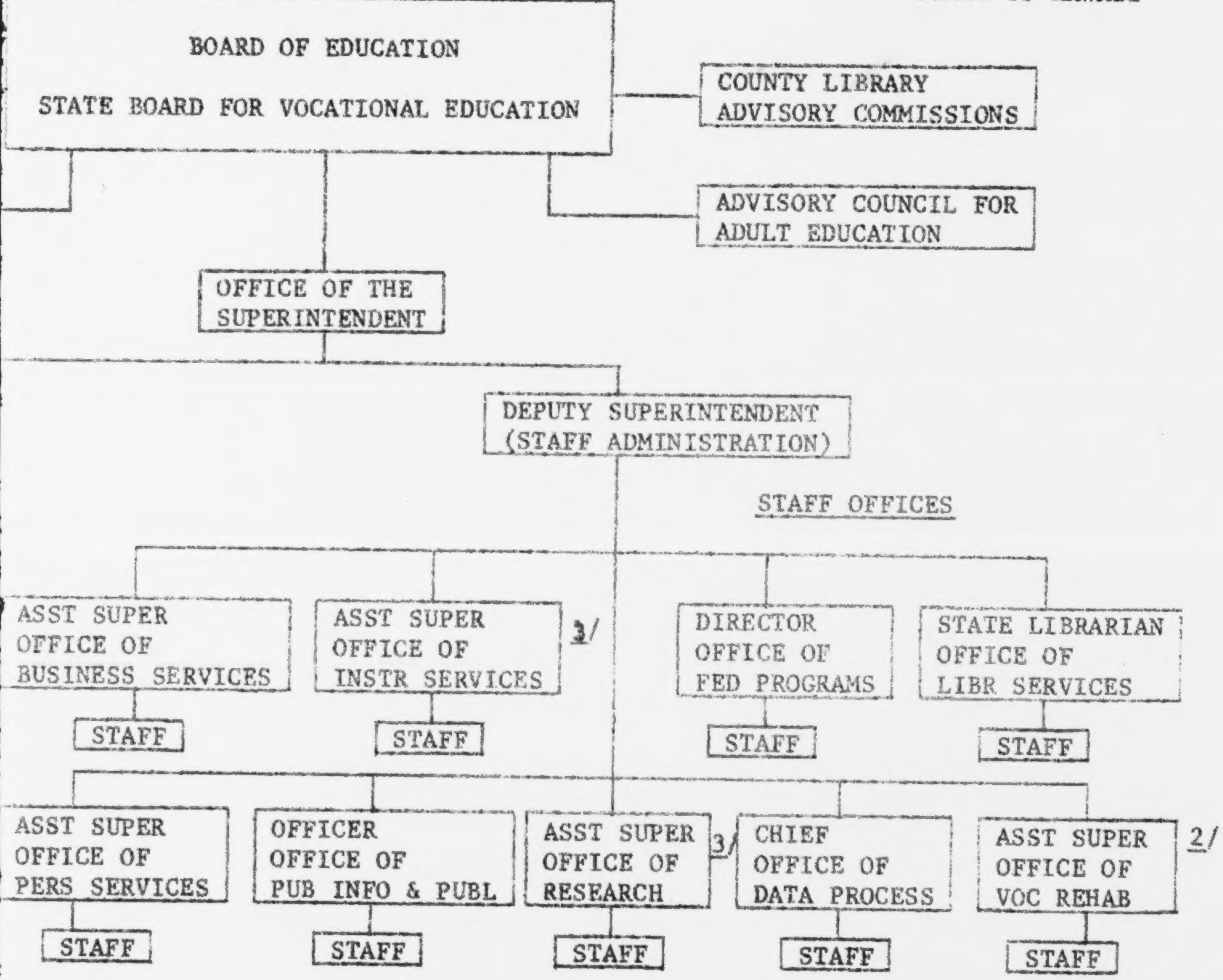
3/ COORDINATING ROLE IN THE HAWAII CURRICULUM CENTER WHICH IS OPERATED JOINTLY BY THE D
THE UNIVERSITY OF HAWAII

12/66

25A

OVERVIEW

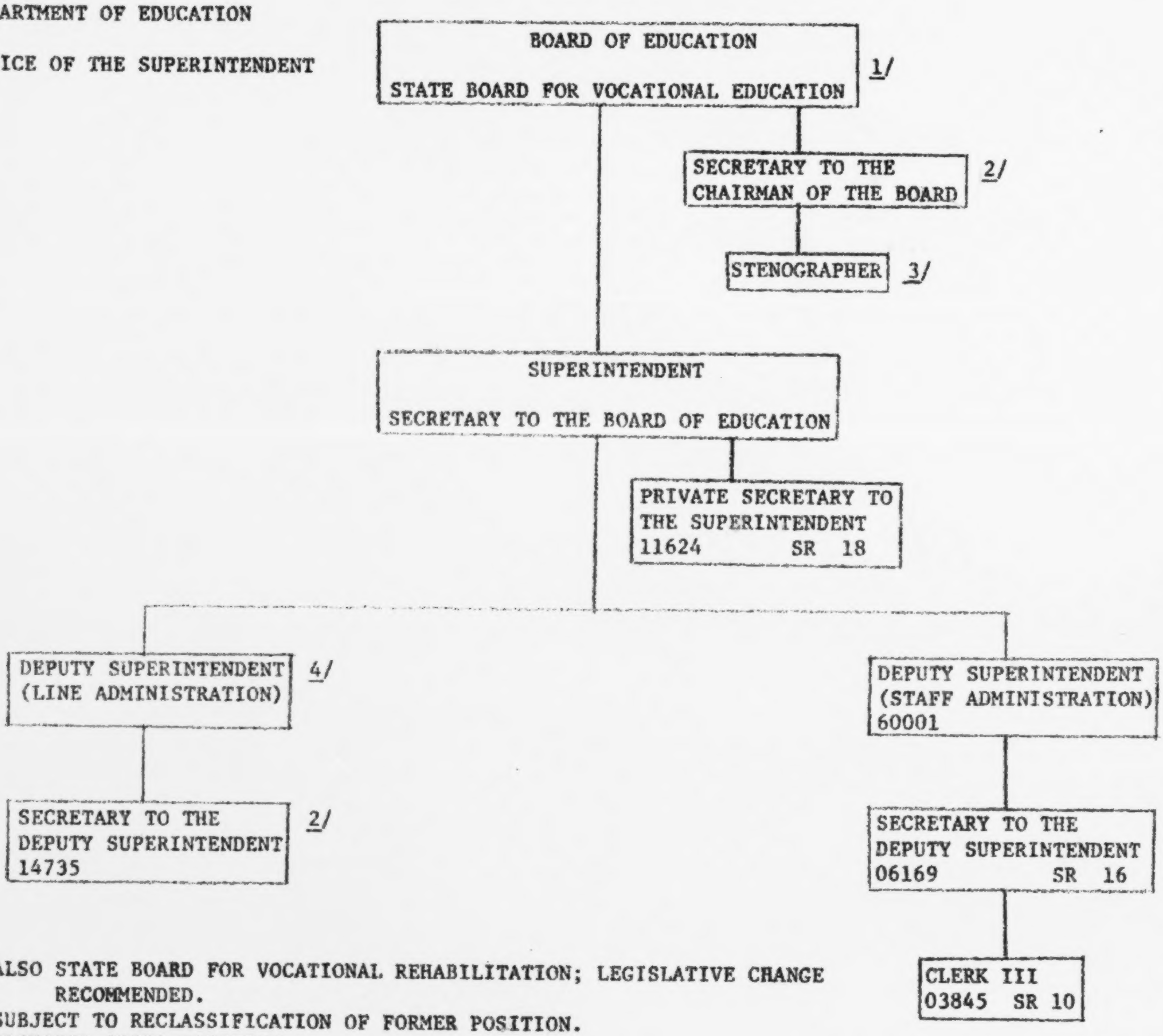
DEPARTMENT OF EDUCATION
STATE OF HAWAII


BOARD OF EDUCATION
STATE BOARD FOR VOCATIONAL EDUCATION
COUNTY LIBRARY ADVISORY COMMISSIONS
ADVISORY COUNCIL FOR ADULT EDUCATION
OFFICE OF THE SUPERINTENDENT
DEPUTY SUPERINTENDENT (STAFF ADMINISTRATION)
STAFF OFFICES
ASST SUPER OFFICE OF BUSINESS SERVICES
STAFF
ASST SUPER OFFICE OF INSTR SERVICES
3/
STAFF
DIRECTOR OFFICE OF FED PROGRAMS
STAFF
STATE LIBRARIAN OFFICE OF LIBR SERVICES
STAFF
ASST SUPER OFFICE OF PERS SERVICES
STAFF
OFFICER OFFICE OF PUB INFO & PUBL
STAFF
ASST SUPER OFFICE OF RESEARCH
3/
STAFF
CHIEF OFFICE OF DATA PROCESS
STAFF
ASST SUPER OFFICE OF VOC REHAB
2/
STAFF

INTENDENT'S POSITION CONVERTED TO DEPUTY SUPERINTENDENT (LINE ADMINISTRATION)
EXPECTED TO BE TRANSFERRED TO THE DEPARTMENT OF SOCIAL SERVICES
RICULUM CENTER WHICH IS OPERATED JOINTLY BY THE DEPARTMENT OF EDUCATION AND

DEPARTMENT OF EDUCATION

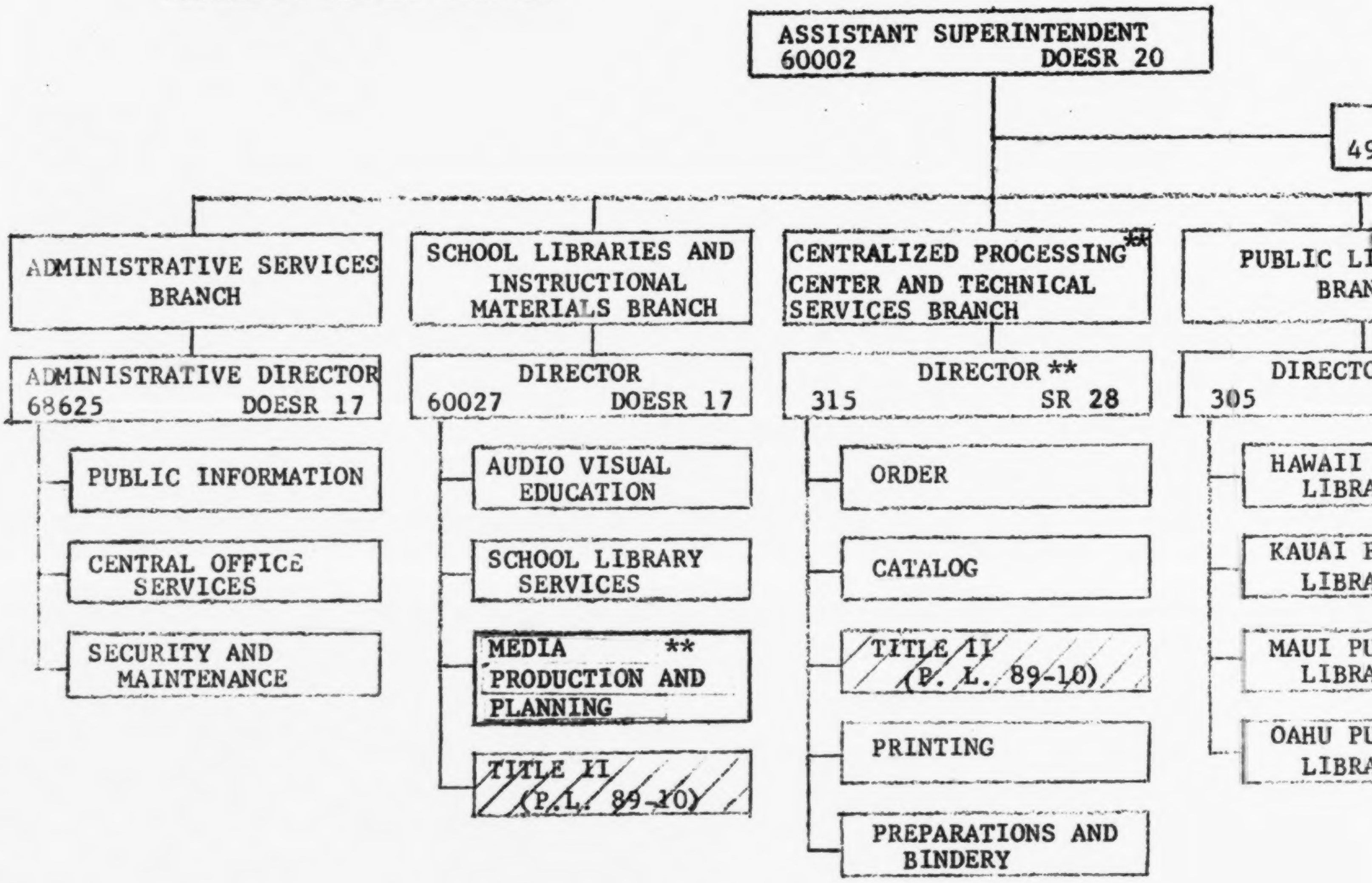
OFFICE OF THE SUPERINTENDENT


BOARD OF EDUCATION
STATE BOARD FOR VOCATIONAL EDUCATION 1/
SECRETARY TO THE CHAIRMAN OF THE BOARD 2/
STENOGRAPHER 3/
SUPERINTENDENT
SECRETARY TO THE BOARD OF EDUCATION
PRIVATE SECRETARY TO THE SUPERINTENDENT 11624 SR 18
DEPUTY SUPERINTENDENT (LINE ADMINISTRATION) 4/
SECRETARY TO THE DEPUTY SUPERINTENDENT 14735 2/
DEPUTY SUPERINTENDENT (STAFF ADMINISTRATION) 60001
SECRETARY TO THE DEPUTY SUPERINTENDENT 06169 SR 16
CLERK III 03845 SR 10

1/ ALSO STATE BOARD FOR VOCATIONAL REHABILITATION; LEGISLATIVE CHANGE RECOMMENDED.
2/ SUBJECT TO RECLASSIFICATION OF FORMER POSITION.
3/ PROPOSED ADDED POSITION.
4/ NEW POSITION REPLACING ASSISTANT TO SUPERINTENDENT.
12/66

DEPARTMENT OF EDUCATION

OFFICE OF LIBRARY SERVICES



ASSISTANT SUPERINTENDENT
60002 DOESR 20

49

ADMINISTRATIVE SERVICES BRANCH

ADMINISTRATIVE DIRECTOR
68625 DOESR 17

- PUBLIC INFORMATION
- CENTRAL OFFICE SERVICES
- SECURITY AND MAINTENANCE

SCHOOL LIBRARIES AND INSTRUCTIONAL MATERIALS BRANCH

DIRECTOR
60027 DOESR 17

- AUDIO VISUAL EDUCATION
- SCHOOL LIBRARY SERVICES
- MEDIA PRODUCTION AND PLANNING **
- TITLE II (P.L. 89-10)

CENTRALIZED PROCESSING CENTER AND TECHNICAL SERVICES BRANCH**

DIRECTOR **
315 SR 28

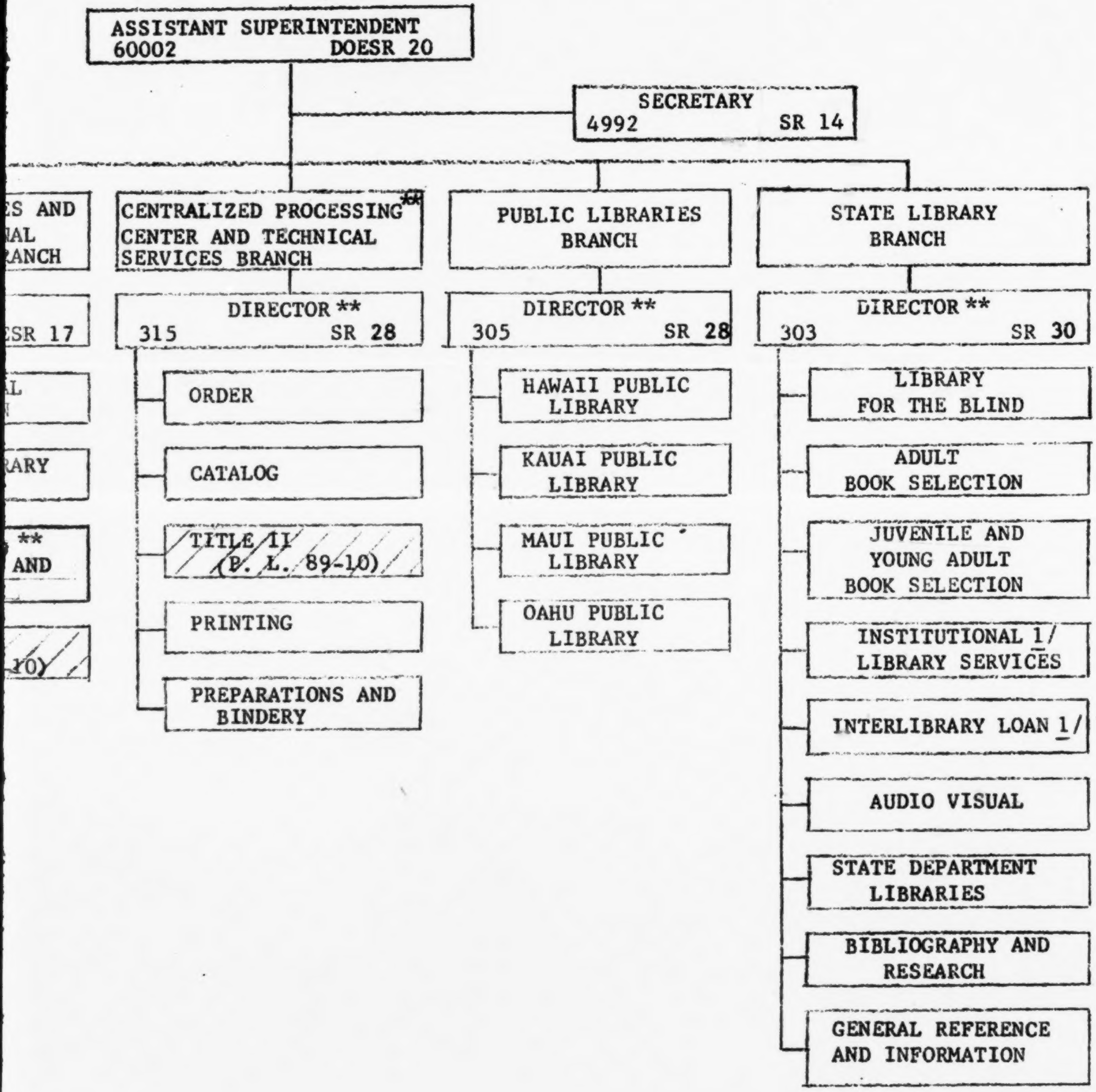
- ORDER
- CATALOG
- TITLE II (P. L. 89-10)
- PRINTING
- PREPARATIONS AND BINDERY

PUBLIC LI
BRAN

DIRECTO
305

- HAWAII
  LIBRA
- KAUAI P
  LIBRA
- MAUI PU
  LIBRA
- OAHU PU
  LIBRA

**Title Change Proposed
//Federally Funded Positions
1/Programs to be implemented 1966-67


ASSISTANT SUPERINTENDENT
60002 DOESR 20
SECRETARY
4992 SR 14
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NAL
RANCH
SR 17
AL
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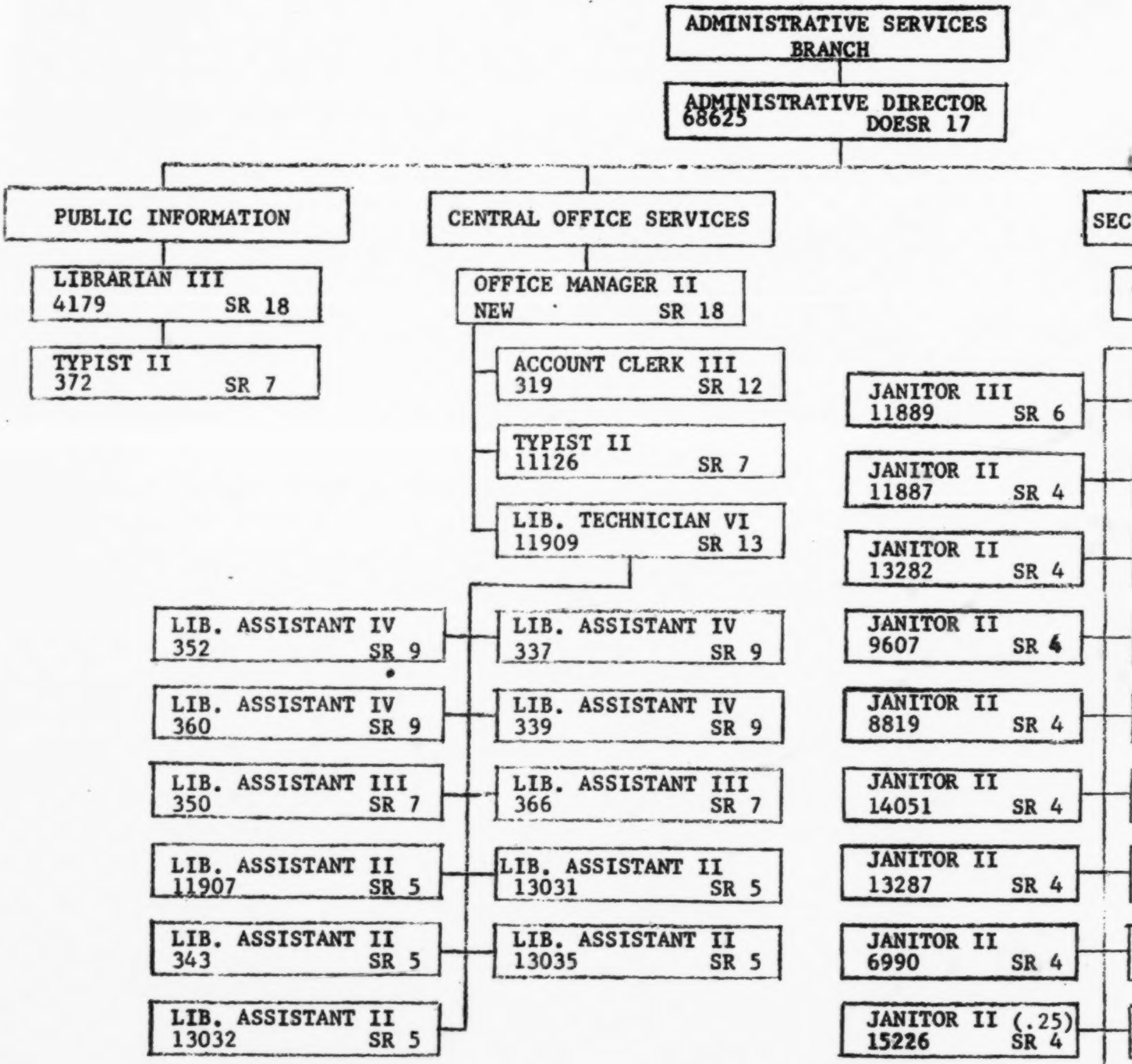
RARY
**
AND
10)
CENTRALIZED PROCESSING CENTER AND TECHNICAL SERVICES BRANCH **
DIRECTOR **
315 SR 28
ORDER
CATALOG
TITLE II (P. L. 89-10)
PRINTING
PREPARATIONS AND BINDERY
PUBLIC LIBRARIES BRANCH
DIRECTOR **
305 SR 28
HAWAII PUBLIC LIBRARY
KAUAI PUBLIC LIBRARY
MAUI PUBLIC LIBRARY
OAHU PUBLIC LIBRARY
STATE LIBRARY BRANCH
DIRECTOR **
303 SR 30
LIBRARY FOR THE BLIND
ADULT BOOK SELECTION
JUVENILE AND YOUNG ADULT BOOK SELECTION
INSTITUTIONAL 1/ LIBRARY SERVICES
INTERLIBRARY LOAN 1/
AUDIO VISUAL
STATE DEPARTMENT LIBRARIES
BIBLIOGRAPHY AND RESEARCH
GENERAL REFERENCE AND INFORMATION
7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ADMINISTRATIVE DIRECTOR 68625 DOESR 17
PUBLIC INFORMATION
LIBRARIAN III 4179 SR 18
TYPIST II 372 SR 7
CENTRAL OFFICE SERVICES
OFFICE MANAGER II NEW SR 18
ACCOUNT CLERK III 319 SR 12
TYPIST II 11126 SR 7
LIB. TECHNICIAN VI 11909 SR 13
LIB. ASSISTANT IV 352 SR 9
LIB. ASSISTANT IV 337 SR 9
LIB. ASSISTANT IV 360 SR 9
LIB. ASSISTANT IV 339 SR 9
LIB. ASSISTANT III 350 SR 7
LIB. ASSISTANT III 366 SR 7
LIB. ASSISTANT II 11907 SR 5
LIB. ASSISTANT II 13031 SR 5
LIB. ASSISTANT II 343 SR 5
LIB. ASSISTANT II 13035 SR 5
LIB. ASSISTANT II 13032 SR 5
SEC
JANITOR III 11889 SR 6
JANITOR II 11887 SR 4
JANITOR II 13282 SR 4
JANITOR II 9607 SR 4
JANITOR II 8819 SR 4
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JANITOR II 6990 SR 4
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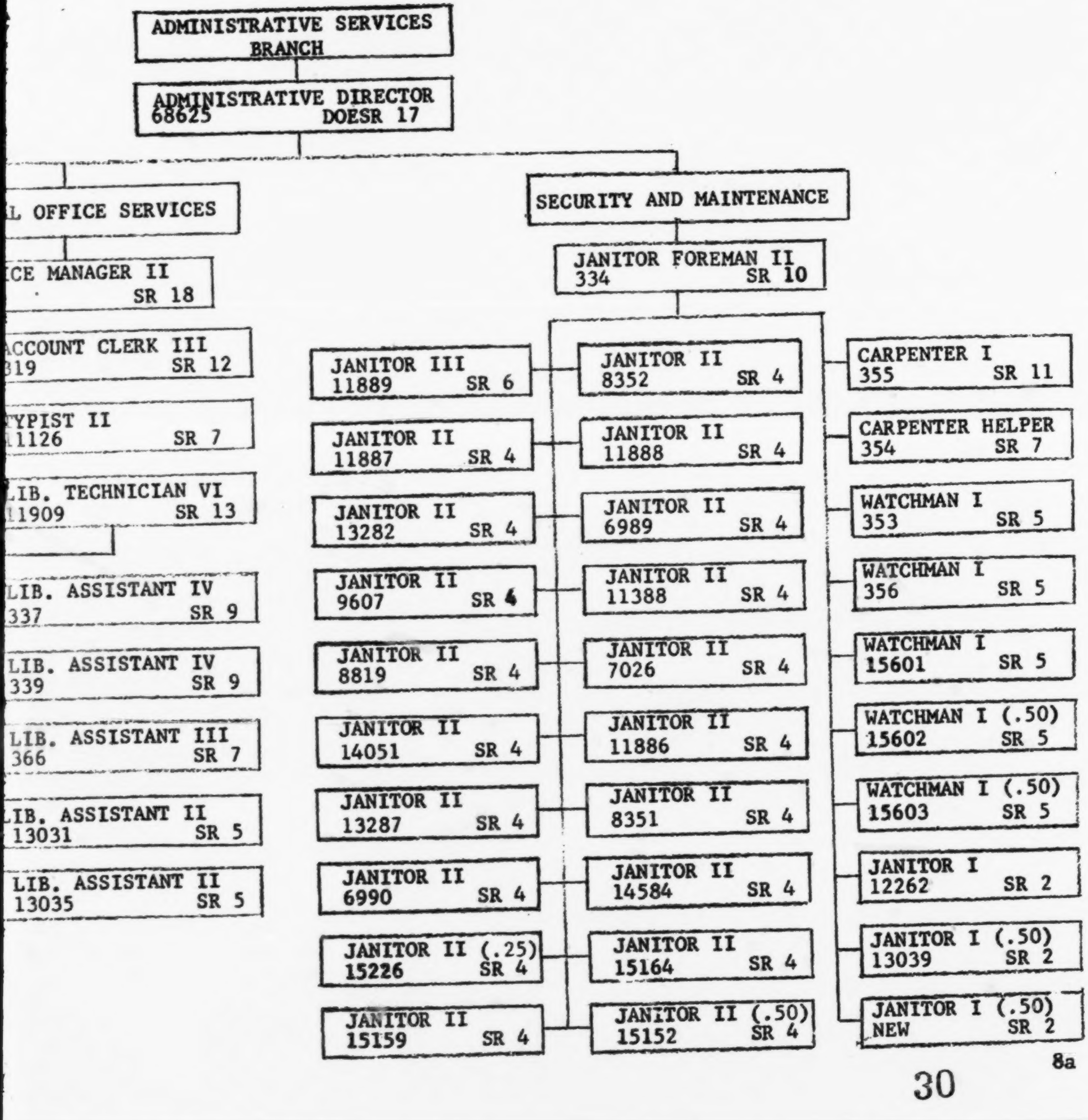
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ADMINISTRATIVE DIRECTOR 68625 DOESR 17
L OFFICE SERVICES
ICE MANAGER II SR 18
ACCOUNT CLERK III 319 SR 12
YPIST II 1126 SR 7
LIB. TECHNICIAN VI 11909 SR 13
LIB. ASSISTANT IV 337 SR 9
LIB. ASSISTANT IV 339 SR 9
LIB. ASSISTANT III 366 SR 7
LIB. ASSISTANT II 13031 SR 5
LIB. ASSISTANT II 13035 SR 5
SECURITY AND MAINTENANCE
JANITOR FOREMAN II 334 SR 10
JANITOR III 11889 SR 6
JANITOR II 11887 SR 4
JANITOR II 13282 SR 4
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JANITOR II 8819 SR 4
JANITOR II 14051 SR 4
JANITOR II 13287 SR 4
JANITOR II 6990 SR 4
JANITOR II (.25) 15226 SR 4
JANITOR II 15159 SR 4
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JANITOR II 8351 SR 4
JANITOR II 14584 SR 4
JANITOR II 15164 SR 4
JANITOR II (.50) 15152 SR 4
CARPENTER I 355 SR 11
CARPENTER HELPER 354 SR 7
WATCHMAN I 353 SR 5
WATCHMAN I 356 SR 5
WATCHMAN I 15601 SR 5
WATCHMAN I (.50) 15602 SR 5
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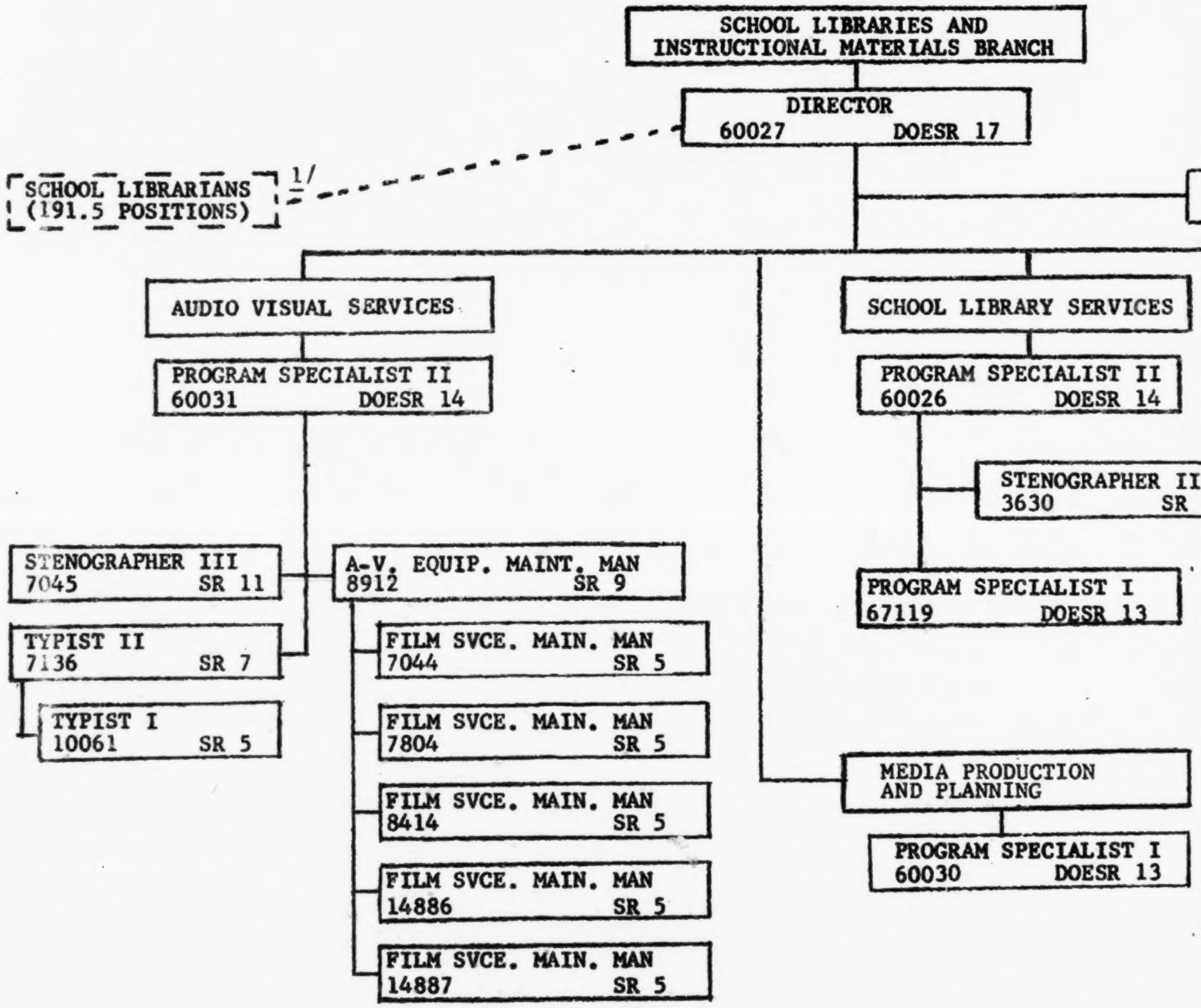
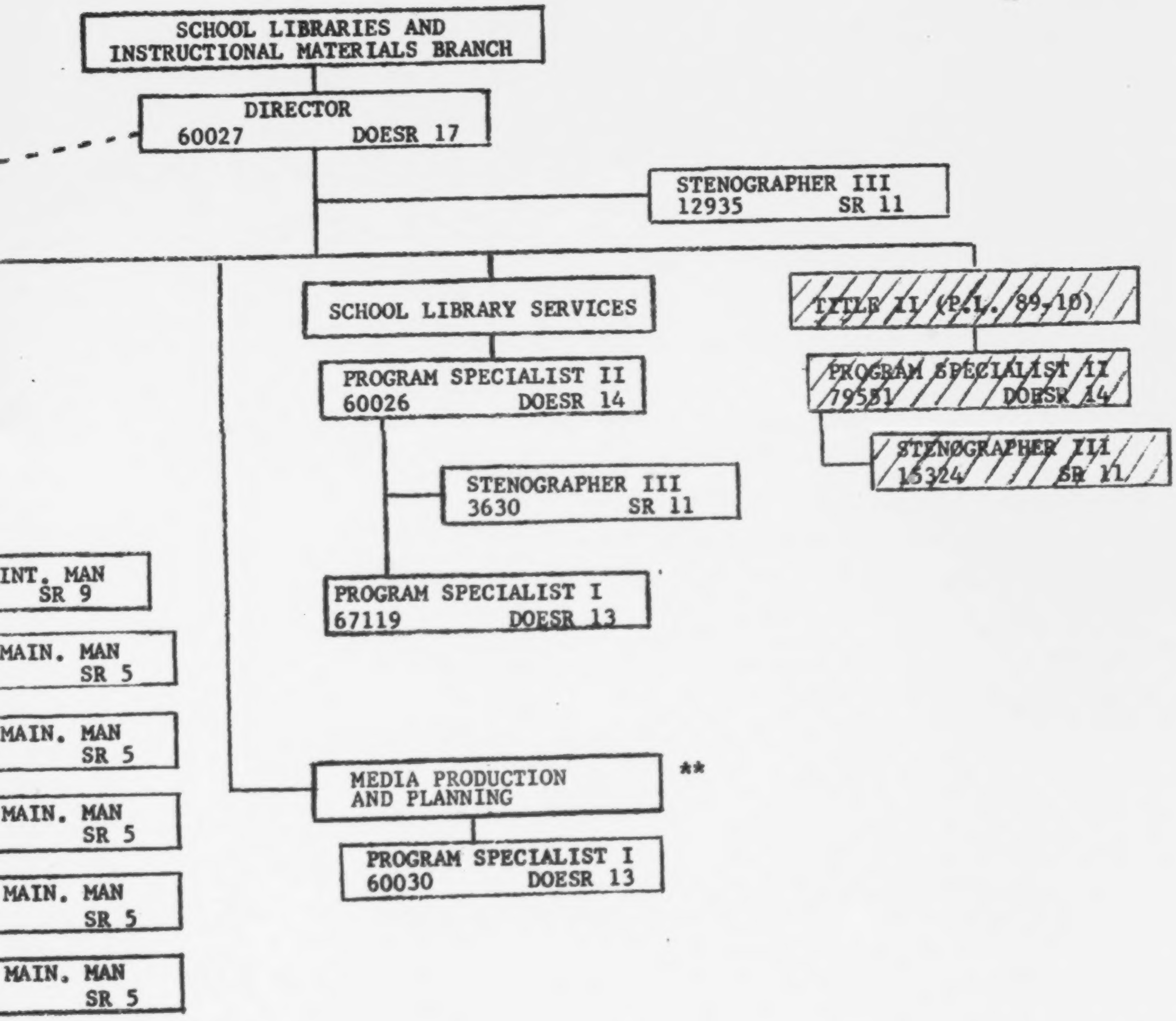
JANITOR I (.50) 13039 SR 2
JANITOR I (.50) NEW SR 2


SCHOOL LIBRARIES AND INSTRUCTIONAL MATERIALS BRANCH
DIRECTOR
60027 DOESR 17
SCHOOL LIBRARIANS (191.5 POSITIONS) 1/
AUDIO VISUAL SERVICES
PROGRAM SPECIALIST II
60031 DOESR 14
STENOGRAPHER III
7045 SR 11
TYPIST II
7136 SR 7
TYPIST I
10061 SR 5
A-V. EQUIP. MAINT. MAN
8912 SR 9
FILM SVCE. MAIN. MAN
7044 SR 5
FILM SVCE. MAIN. MAN
7804 SR 5
FILM SVCE. MAIN. MAN
8414 SR 5
FILM SVCE. MAIN. MAN
14886 SR 5
FILM SVCE. MAIN. MAN
14887 SR 5
SCHOOL LIBRARY SERVICES
PROGRAM SPECIALIST II
60026 DOESR 14
STENOGRAPHER II
3630 SR
PROGRAM SPECIALIST I
67119 DOESR 13
MEDIA PRODUCTION AND PLANNING
PROGRAM SPECIALIST I
60030 DOESR 13

**Title Change Proposed

1/ Renders staff and quasi-line services to School Librarians.

// Federal funded positions.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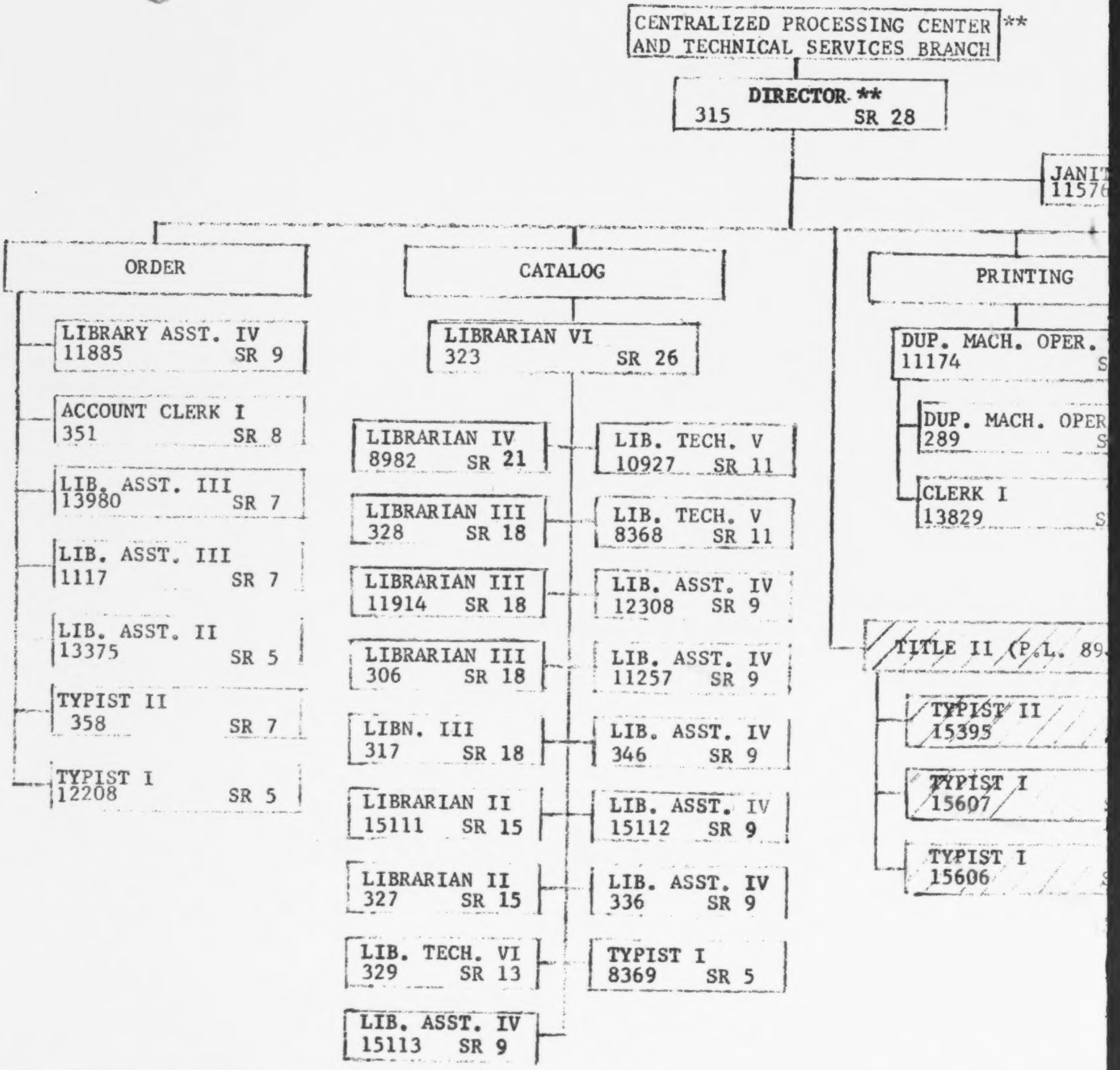
DIRECTOR
60027 DOESR 17
STENOGRAPHER III
12935 SR 11
SCHOOL LIBRARY SERVICES
PROGRAM SPECIALIST II
60026 DOESR 14
STENOGRAPHER III
3630 SR 11
PROGRAM SPECIALIST I
67119 DOESR 13
TITLE II (P.L. 89-10)
PROGRAM SPECIALIST II
79551 DOESR 14
STENOGRAPHER III
15324 SR 11
MEDIA PRODUCTION AND PLANNING
**
PROGRAM SPECIALIST I
60030 DOESR 13
INT. MAN
SR 9
MAIN. MAN
SR 5
MAIN. MAN
SR 5
MAIN. MAN
SR 5
MAIN. MAN
SR 5
MAIN. MAN
SR 5

vices to School Librarians.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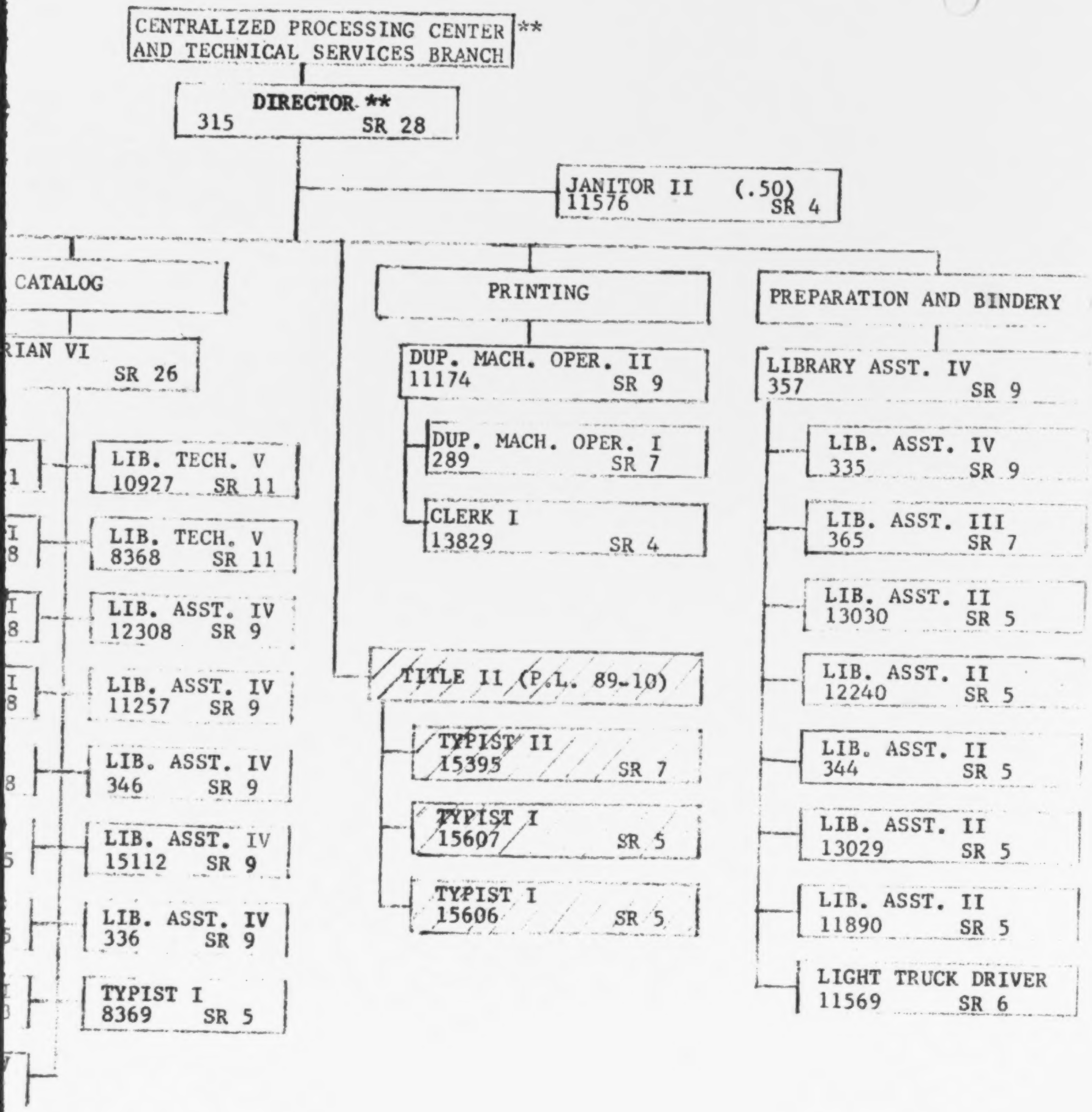
DIRECTOR ** 315 SR 28
JANIT 1157
ORDER
LIBRARY ASST. IV 11885 SR 9
ACCOUNT CLERK I 351 SR 8
LIB. ASST. III 13980 SR 7
LIB. ASST. III 1117 SR 7
LIB. ASST. II 13375 SR 5
TYPIST II 358 SR 7
TYPIST I 12208 SR 5
CATALOG
LIBRARIAN VI 323 SR 26
LIBRARIAN IV 8982 SR 21
LIBRARIAN III 328 SR 18
LIBRARIAN III 11914 SR 18
LIBRARIAN III 306 SR 18
LIBN. III 317 SR 18
LIBRARIAN II 15111 SR 15
LIBRARIAN II 327 SR 15
LIB. TECH. VI 329 SR 13
LIB. ASST. IV 15113 SR 9
LIB. TECH. V 10927 SR 11
LIB. TECH. V 8368 SR 11
LIB. ASST. IV 12308 SR 9
LIB. ASST. IV 11257 SR 9
LIB. ASST. IV 346 SR 9
LIB. ASST. IV 15112 SR 9
LIB. ASST. IV 336 SR 9
TYPIST I 8369 SR 5
PRINTING
DUP. MACH. OPER. 11174
DUP. MACH. OPER 289
CLERK I 13829
TITLE II (P.L. 89
TYPIST II 15395
TYPIST I 15607
TYPIST I 15606

**Title change proposed
// Federally funded positions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11576 SR 4
CATALOG
RIAN VI
SR 26
LIB. TECH. V
10927 SR 11
LIB. TECH. V
8368 SR 11
LIB. ASST. IV
12308 SR 9
LIB. ASST. IV
11257 SR 9
LIB. ASST. IV
346 SR 9
LIB. ASST. IV
15112 SR 9
LIB. ASST. IV
336 SR 9
TYPIST I
8369 SR 5
PRINTING
DUP. MACH. OPER. II
11174 SR 9
DUP. MACH. OPER. I
289 SR 7
CLERK I
13829 SR 4
TITLE II (P.L. 89-10)
TYPIST II
15395 SR 7
TYPIST I
15607 SR 5
TYPIST I
15606 SR 5
PREPARATION AND BINDERY
LIBRARY ASST. IV
357 SR 9
LIB. ASST. IV
335 SR 9
LIB. ASST. III
365 SR 7
LIB. ASST. II
13030 SR 5
LIB. ASST. II
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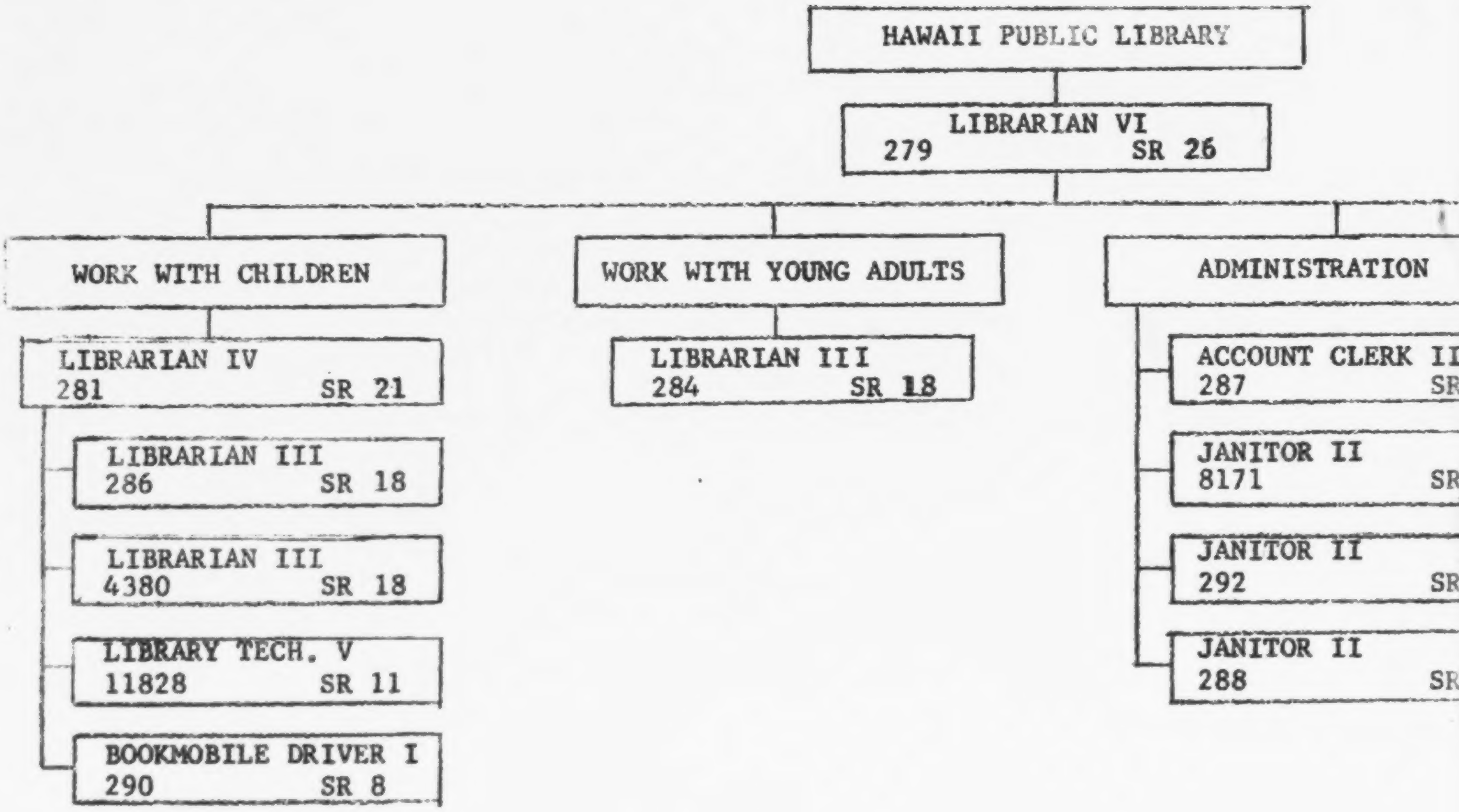
LIGHT TRUCK DRIVER
11569 SR 6


HAWAII PUBLIC LIBRARY
LIBRARIAN VI
279
SR 26
WORK WITH CHILDREN
WORK WITH YOUNG ADULTS
ADMINISTRATION
LIBRARIAN IV
281
SR 21
LIBRARIAN III
286
SR 18
LIBRARIAN III
4380
SR 18
LIBRARY TECH. V
11828
SR 11
BOOKMOBILE DRIVER I
290
SR 8
LIBRARIAN III
284
SR 18
ACCOUNT CLERK II
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SR
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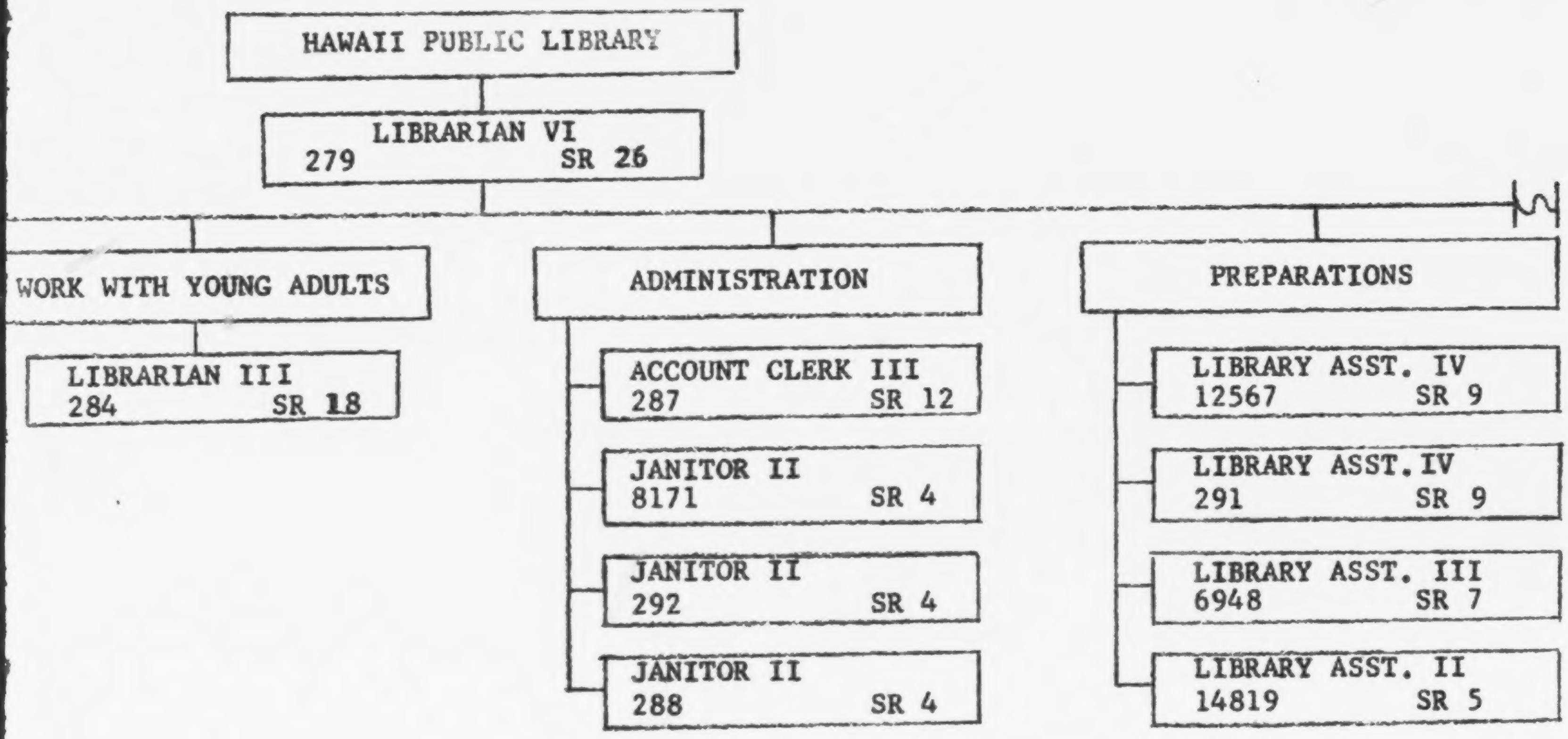
HAWAII PUBLIC LIBRARY
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WORK WITH YOUNG ADULTS
LIBRARIAN III
284 SR 18
ADMINISTRATION
ACCOUNT CLERK III
287 SR 12
JANITOR II
8171 SR 4
JANITOR II
292 SR 4
JANITOR II
288 SR 4
PREPARATIONS
LIBRARY ASST. IV
12567 SR 9
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LIBRARY ASST. III
6948 SR 7
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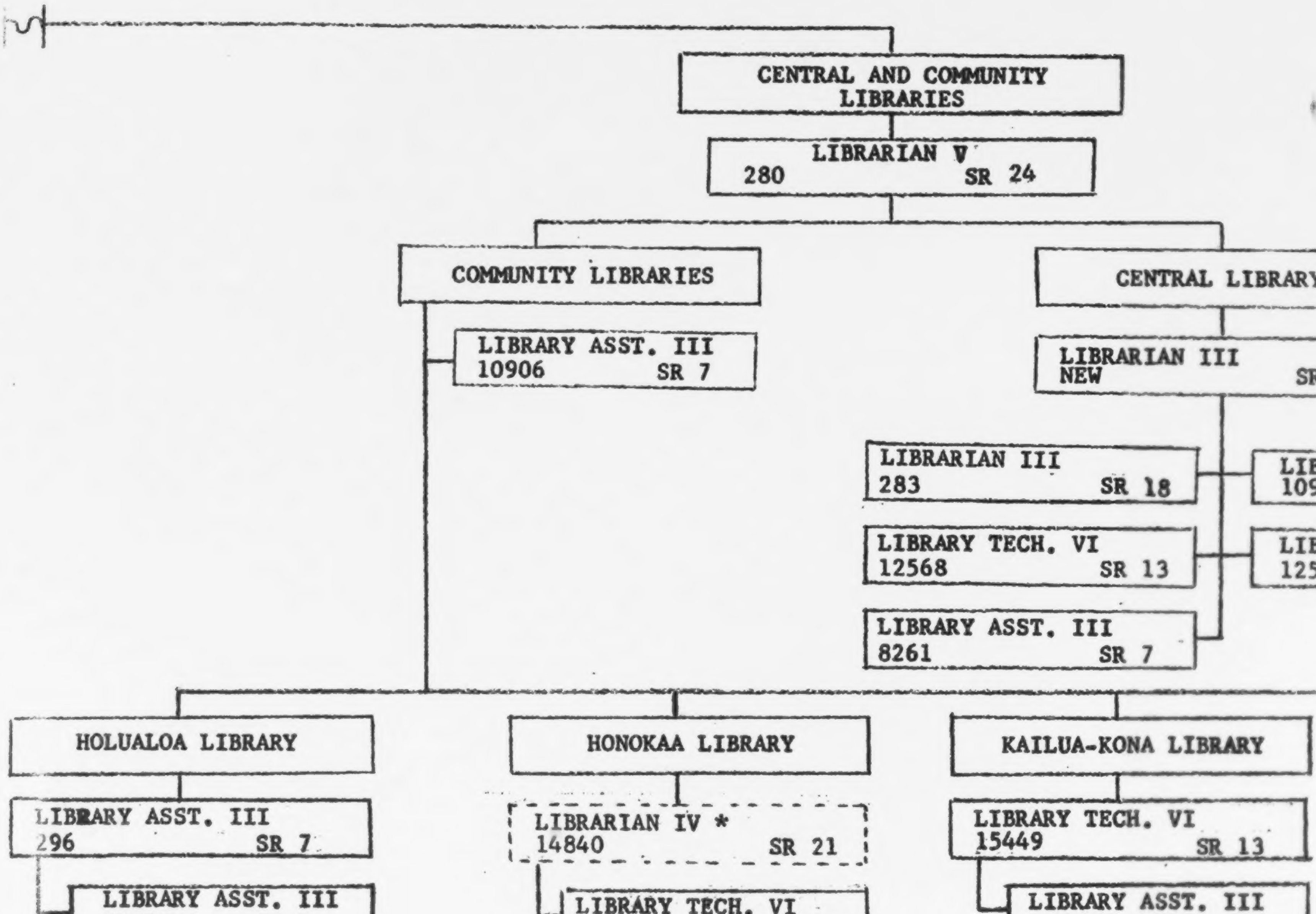
14819 SR 5

Hawaii Public Library (Continued)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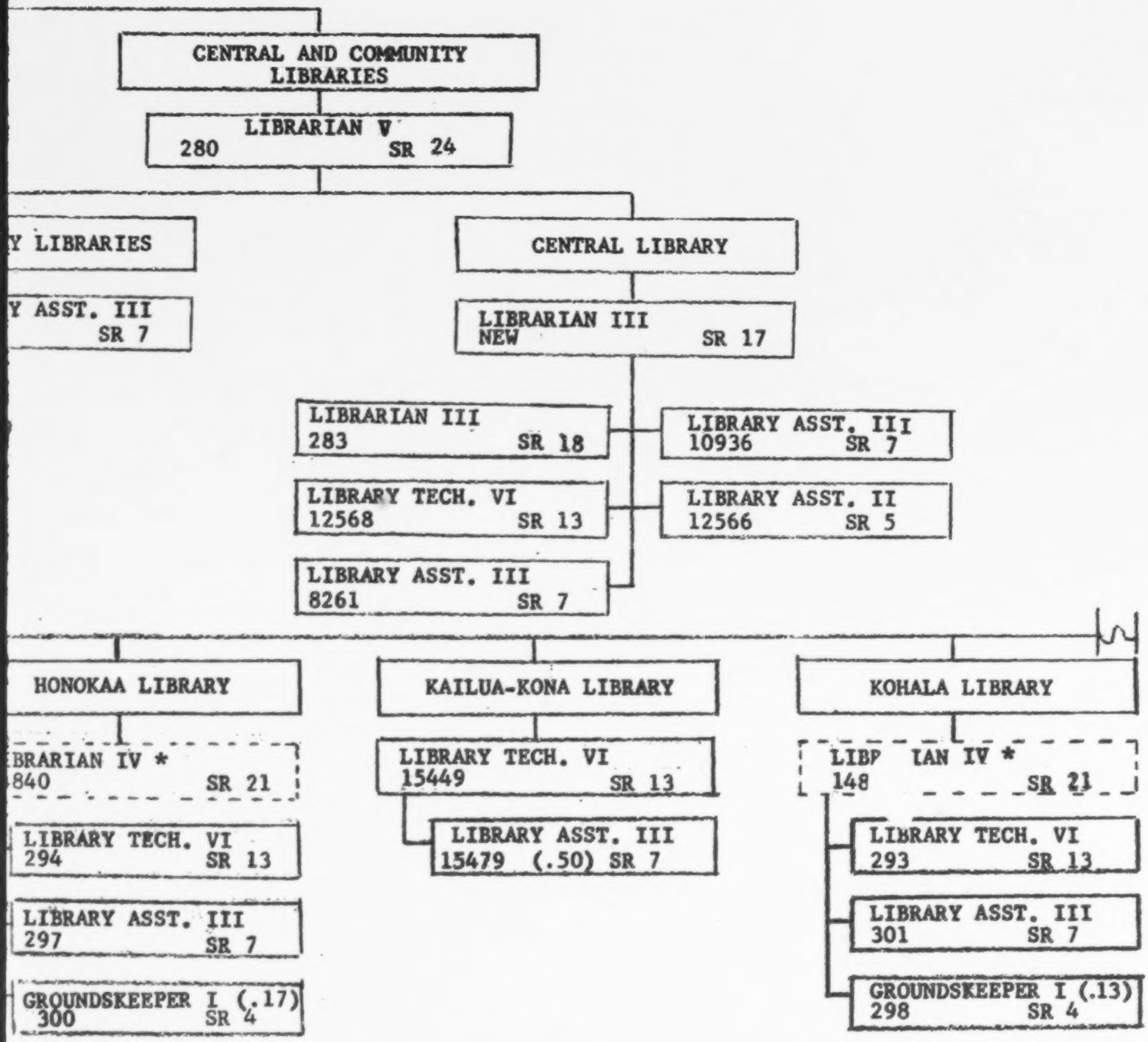
COMMUNITY LIBRARIES
LIBRARY ASST. III 10906 SR 7
CENTRAL LIBRARY
LIBRARIAN III NEW
LIBRARIAN III 283 SR 18
LIBRARY TECH. VI 12568 SR 13
LIBRARY ASST. III 8261 SR 7
HOLUALOA LIBRARY
LIBRARY ASST. III 296 SR 7
LIBRARY ASST. III 12563 SR 7
BOOKMOBILE DRIVER I 13936 SR 8
HONOKAA LIBRARY
LIBRARIAN IV * 14840 SR 21
LIBRARY TECH. VI 294 SR 13
LIBRARY ASST. III 297 SR 7
GROUNDSKEEPER I (.17) 300 SR 4
KAILUA-KONA LIBRARY
LIBRARY TECH. VI 15449 SR 13
LIBRARY ASST. III 15479 (.50) SR 7

* Served by Librarian situated at Waimea Library

nued)


CENTRAL AND COMMUNITY LIBRARIES
LIBRARIAN V
280 SR 24
Y LIBRARIES
Y ASST. III
SR 7
CENTRAL LIBRARY
LIBRARIAN III
NEW SR 17
LIBRARIAN III
283 SR 18
LIBRARY ASST. III
10936 SR 7
LIBRARY TECH. VI
12568 SR 13
LIBRARY ASST. II
12566 SR 5
LIBRARY ASST. III
8261 SR 7
HONOKAA LIBRARY
BRARIAN IV *
840 SR 21
LIBRARY TECH. VI
294 SR 13
LIBRARY ASST. III
297 SR 7
GROUNDSKEEPER I (.17)
300 SR 4
KAILUA-KONA LIBRARY
LIBRARY TECH. VI
15449 SR 13
LIBRARY ASST. III
15479 (.50) SR 7
KOHALA LIBRARY
LIBF IAN IV *
148 SR 21
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293 SR 13
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301 SR 7
GROUNDSKEEPER I (.13)
298 SR 4

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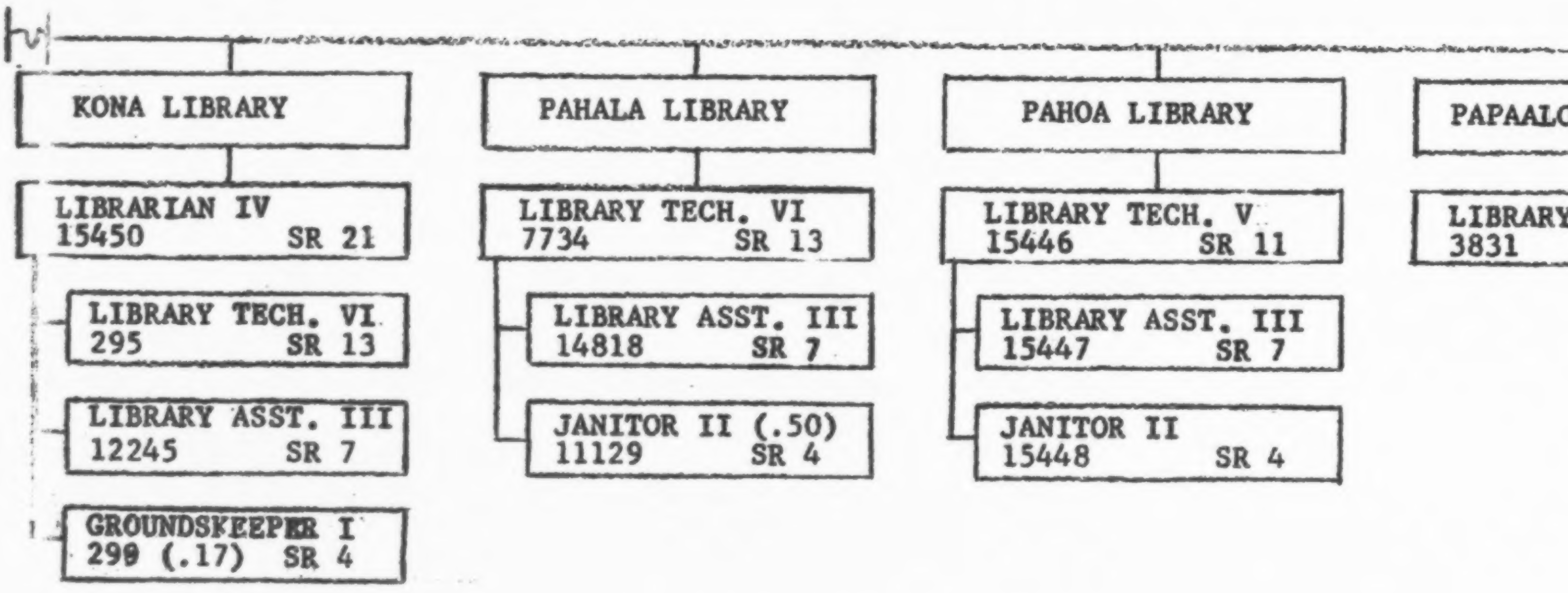
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LIBRARY TECH. VI 295 SR 13
LIBRARY ASST. III 12245 SR 7
GROUNDSKEEPER I 299 (.17) SR 4
PAHALA LIBRARY
LIBRARY TECH. VI 7734 SR 13
LIBRARY ASST. III 14818 SR 7
JANITOR II (.50) 11129 SR 4
PAHOA LIBRARY
LIBRARY TECH. V 15446 SR 11
LIBRARY ASST. III 15447 SR 7
JANITOR II 15448 SR 4
PAPAAL
LIBRAR
3831

* Also, serves Kohala Library and Honokaa Library.

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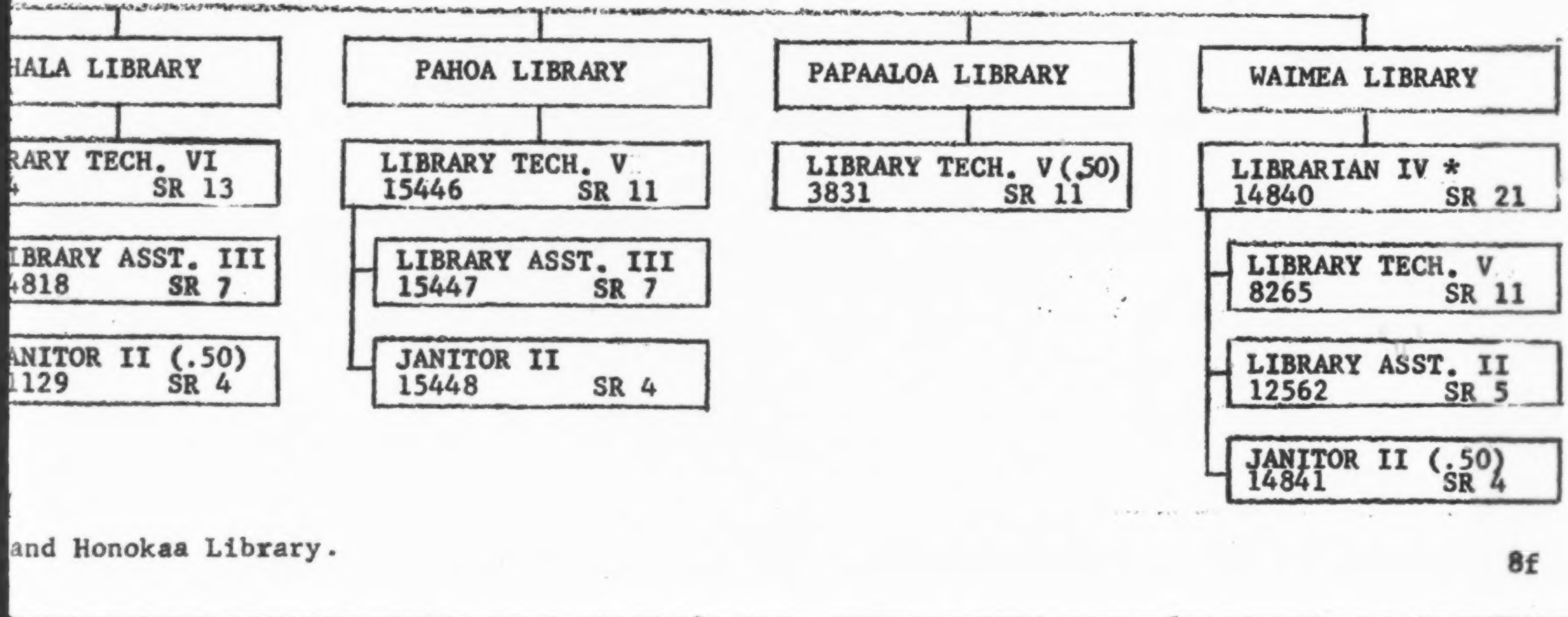
40


HALA LIBRARY
RARY TECH. VI
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IBRARY ASST. III
4818 SR 7
ANITOR II (.50)
1129 SR 4
PAHOA LIBRARY
LIBRARY TECH. V
15446 SR 11
LIBRARY ASST. III
15447 SR 7
JANITOR II
15448 SR 4
PAPAALOA LIBRARY
LIBRARY TECH. V (.50)
3831 SR 11
WAIMEA LIBRARY
LIBRARIAN IV *
14840 SR 21
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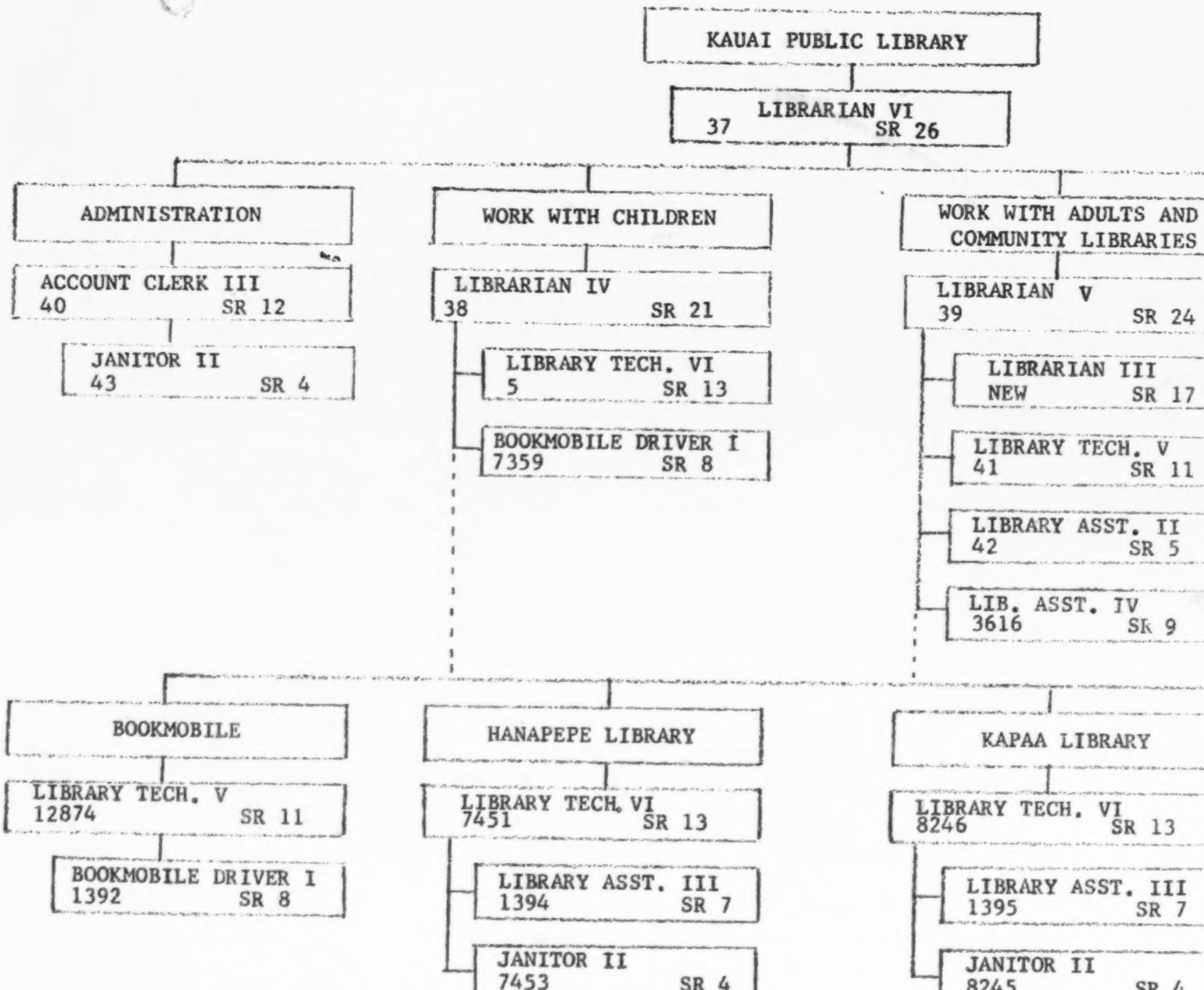
and Honokaa Library.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ADMINISTRATION
ACCOUNT CLERK III 40 SR 12
JANITOR II 43 SR 4
WORK WITH CHILDREN
LIBRARIAN IV 38 SR 21
LIBRARY TECH. VI 5 SR 13
BOOKMOBILE DRIVER I 7359 SR 8
WORK WITH ADULTS AND COMMUNITY LIBRARIES
LIBRARIAN V 39 SR 24
LIBRARIAN III NEW SR 17
LIBRARY TECH. V 41 SR 11
LIBRARY ASST. II 42 SR 5
LIB. ASST. IV 3616 SR 9
BOOKMOBILE
LIBRARY TECH. V 12874 SR 11
BOOKMOBILE DRIVER I 1392 SR 8
HANAPEPE LIBRARY
LIBRARY TECH. VI 7451 SR 13
LIBRARY ASST. III 1394 SR 7
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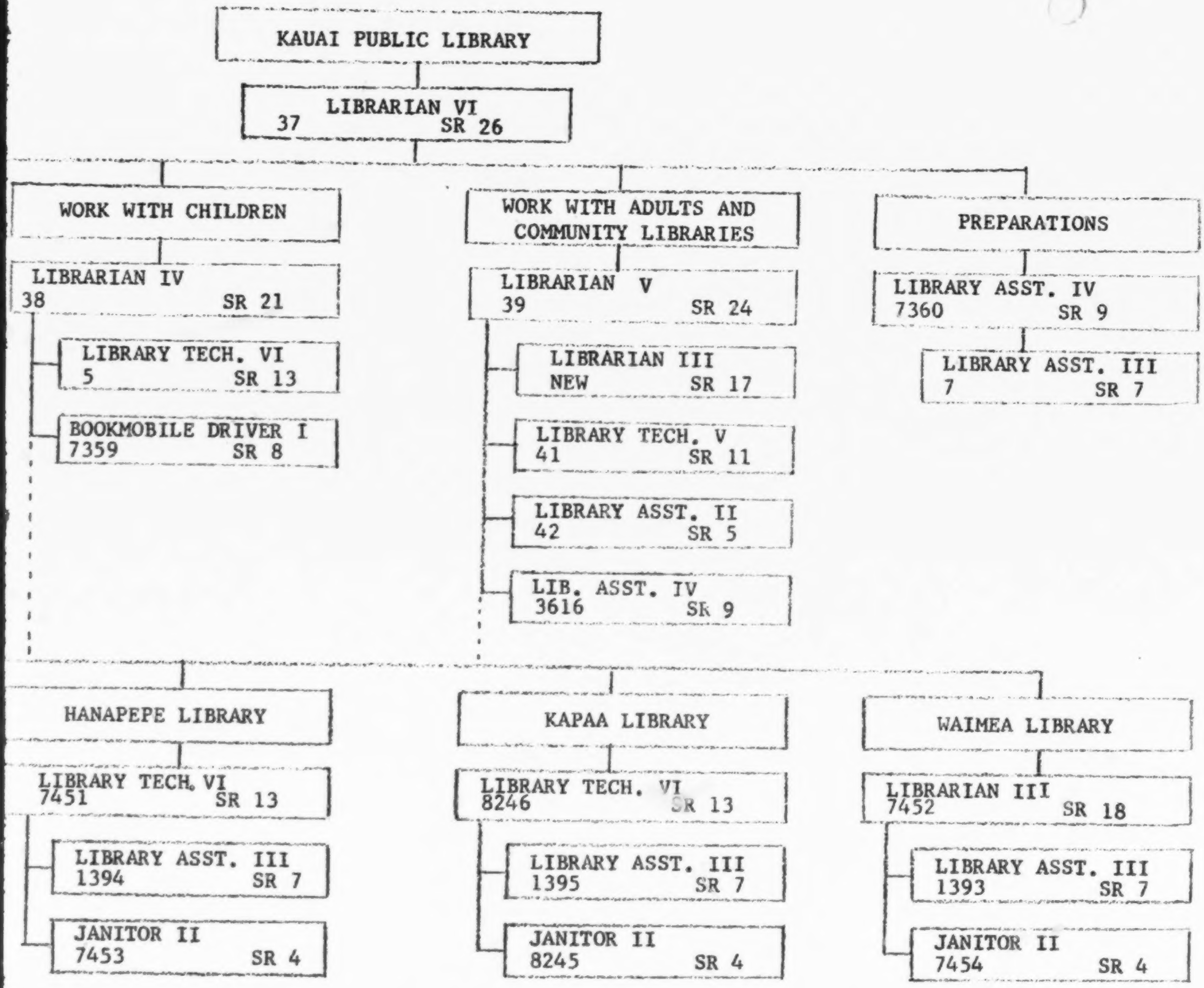
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BOOKMOBILE DRIVER I 7359 SR 8
WORK WITH ADULTS AND COMMUNITY LIBRARIES
LIBRARIAN V 39 SR 24
LIBRARIAN III NEW SR 17
LIBRARY TECH. V 41 SR 11
LIBRARY ASST. II 42 SR 5
LIB. ASST. IV 3616 SR 9
PREPARATIONS
LIBRARY ASST. IV 7360 SR 9
LIBRARY ASST. III 7 SR 7
HANAPEPE LIBRARY
LIBRARY TECH. VI 7451 SR 13
LIBRARY ASST. III 1394 SR 7
JANITOR II 7453 SR 4
KAPAA LIBRARY
LIBRARY TECH. VI 8246 SR 13
LIBRARY ASST. III 1395 SR 7
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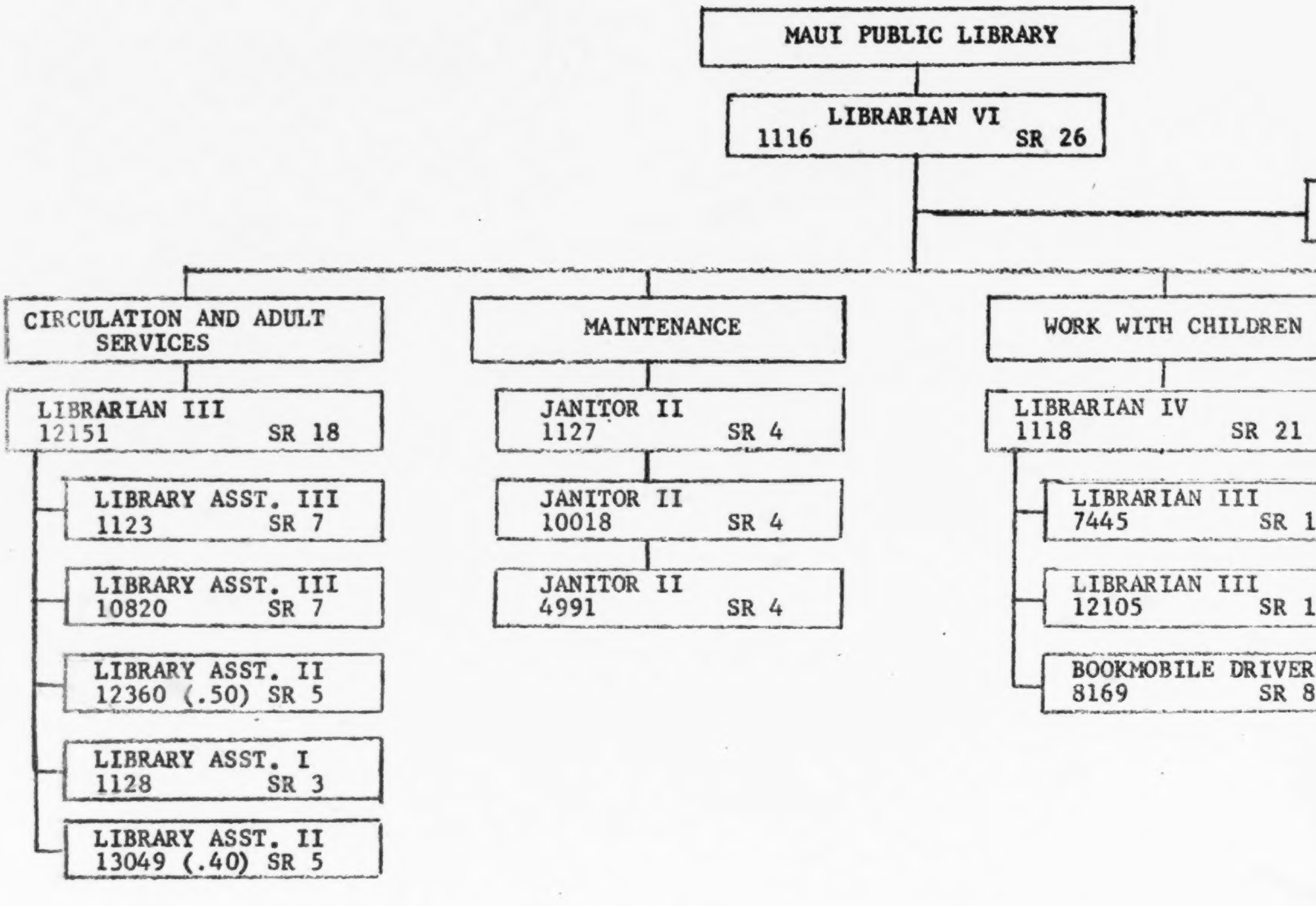
MAUI PUBLIC LIBRARY
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CIRCULATION AND ADULT SERVICES
LIBRARIAN III
12151 SR 18
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1123 SR 7
LIBRARY ASST. III
10820 SR 7
LIBRARY ASST. II
12360 (.50) SR 5
LIBRARY ASST. I
1128 SR 3
LIBRARY ASST. II
13049 (.40) SR 5
MAINTENANCE
JANITOR II
1127 SR 4
JANITOR II
10018 SR 4
JANITOR II
4991 SR 4
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BOOKMOBILE DRIVER
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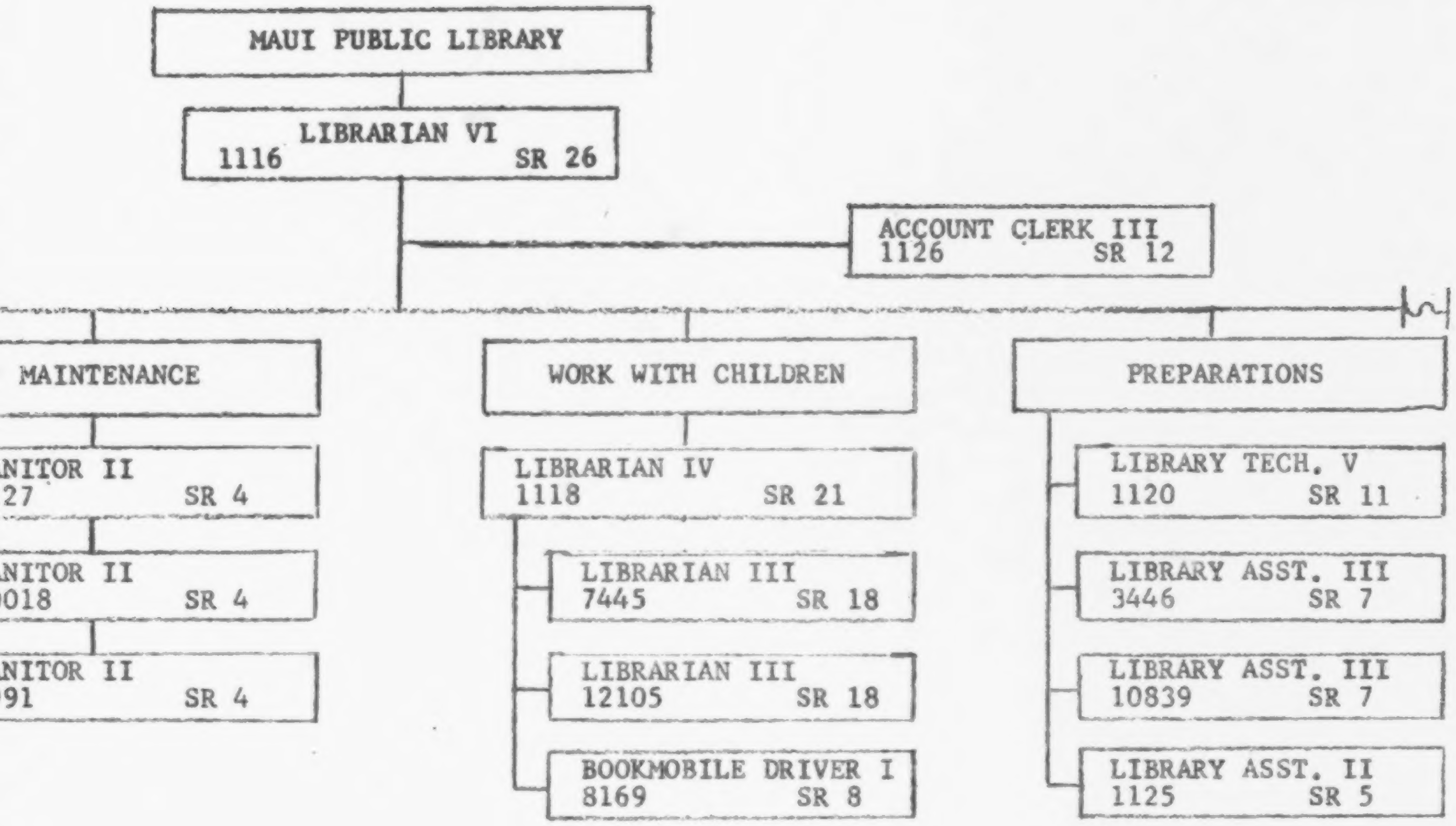
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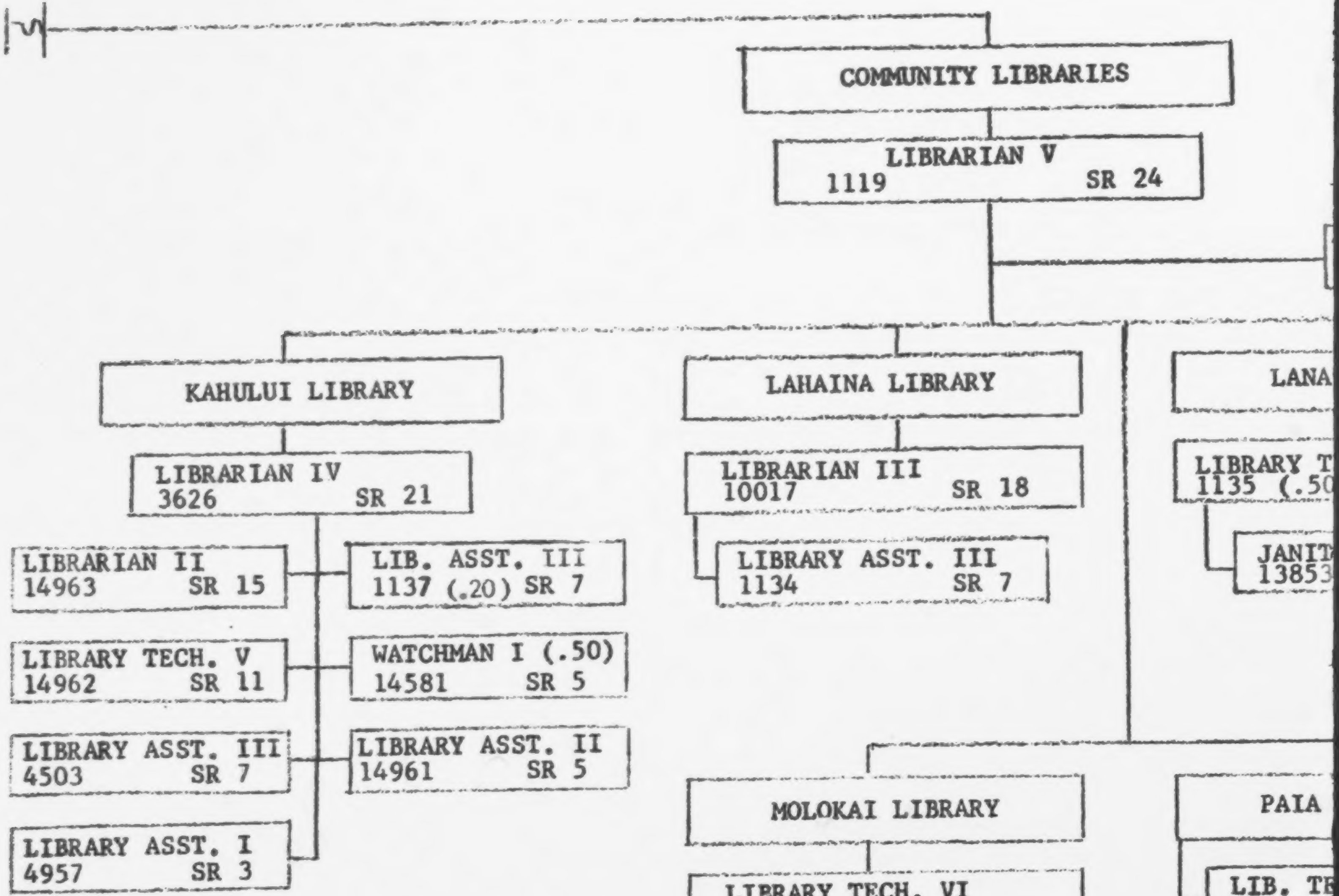
SR 26
ACCOUNT CLERK III
1126
SR 12
MAINTENANCE
NITOR II
27
SR 4
NITOR II
0018
SR 4
NITOR II
91
SR 4
WORK WITH CHILDREN
LIBRARIAN IV
1118
SR 21
LIBRARIAN III
7445
SR 18
LIBRARIAN III
12105
SR 18
BOOKMOBILE DRIVER I
8169
SR 8
PREPARATIONS
LIBRARY TECH. V
1120
SR 11
LIBRARY ASST. III
3446
SR 7
LIBRARY ASST. III
10839
SR 7
LIBRARY ASST. II
1125
SR 5

Maui Public Library (Continued)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KAHULUI LIBRARY
LIBRARIAN IV 3626 SR 21
LIBRARIAN II 14963 SR 15
LIB. ASST. III 1137 (.20) SR 7
LIBRARY TECH. V 14962 SR 11
WATCHMAN I (.50) 14581 SR 5
LIBRARY ASST. III 4503 SR 7
LIBRARY ASST. II 14961 SR 5
LIBRARY ASST. I 4957 SR 3
LAHAINA LIBRARY
LIBRARIAN III 10017 SR 18
LIBRARY ASST. III 1134 SR 7
LANA
LIBRARY T
1135 (.50
JANIT
13853
MOLOKAI LIBRARY
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LIB. TE
1131
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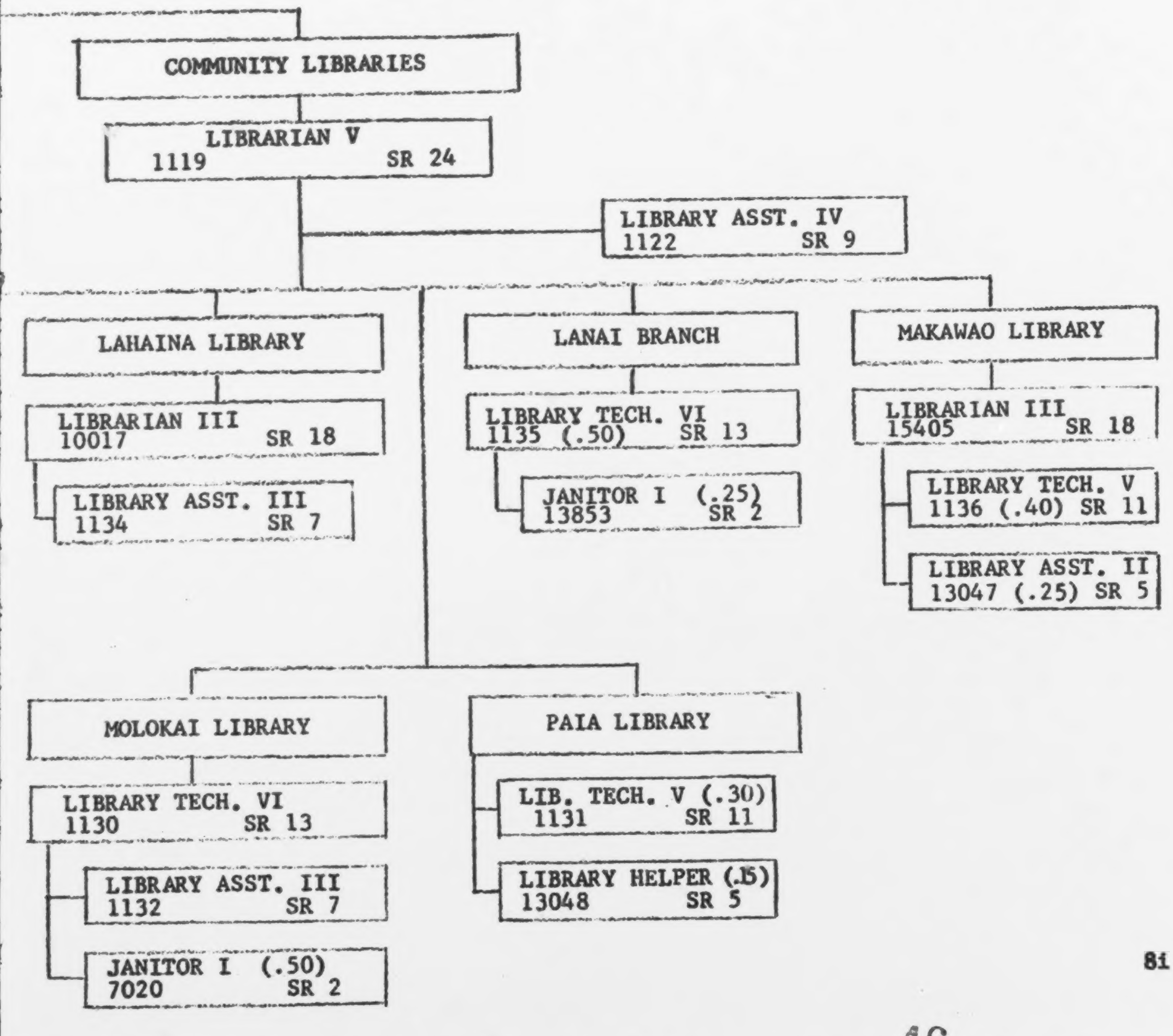
COMMUNITY LIBRARIES
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LIBRARY ASST. IV 1122 SR 9
LAHAINA LIBRARY
LIBRARIAN III 10017 SR 18
LIBRARY ASST. III 1134 SR 7
LANAI BRANCH
LIBRARY TECH. VI 1135 (.50) SR 13
JANITOR I (.25) 13853 SR 2
MAKAWAO LIBRARY
LIBRARIAN III 15405 SR 18
LIBRARY TECH. V 1136 (.40) SR 11
LIBRARY ASST. II 13047 (.25) SR 5
MOLOKAI LIBRARY
LIBRARY TECH. VI 1130 SR 13
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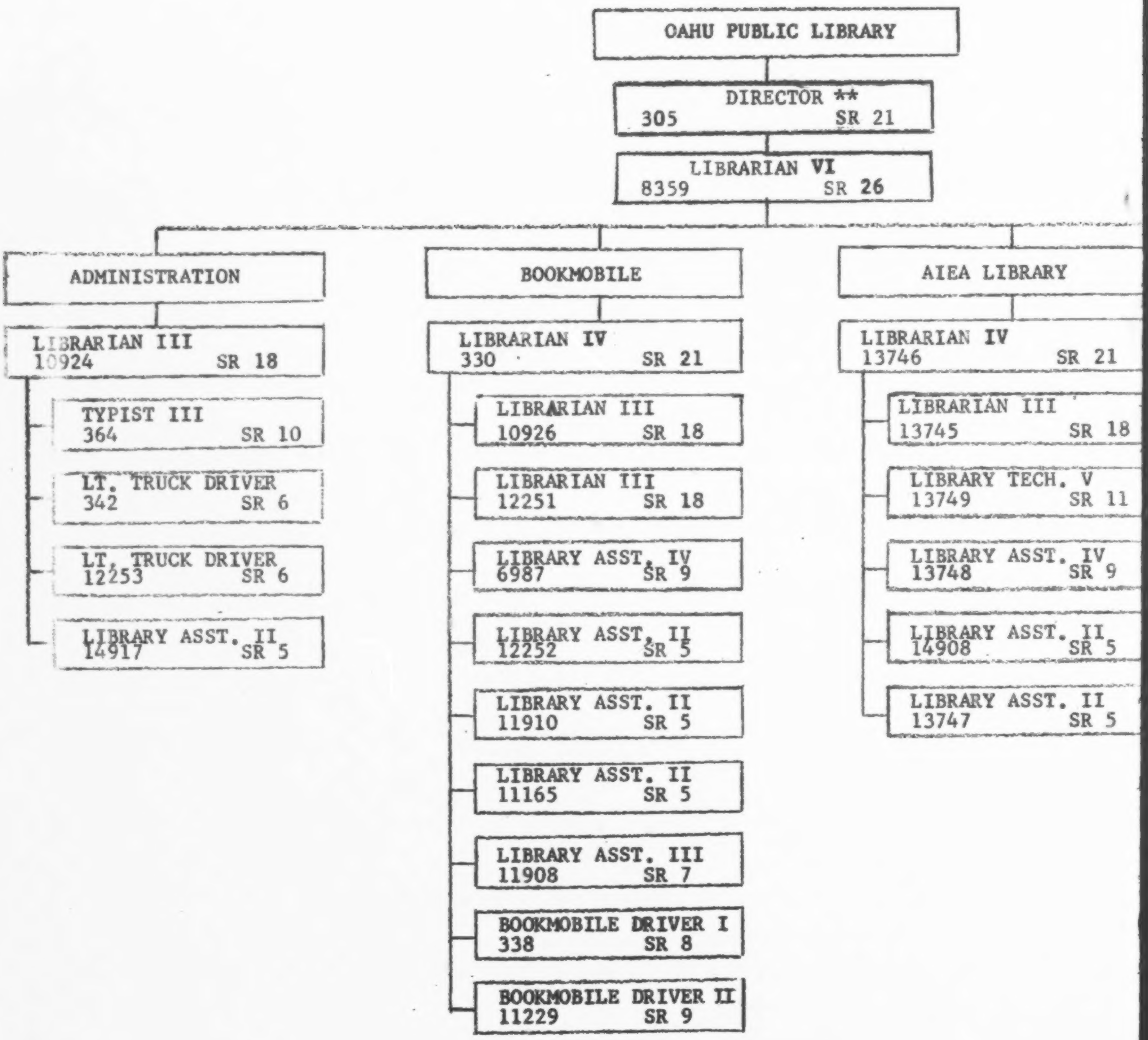
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DIRECTOR ** 305 SR 21
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ADMINISTRATION
LIBRARIAN III 10924 SR 18
TYPIST III 364 SR 10
LT. TRUCK DRIVER 342 SR 6
LT. TRUCK DRIVER 12253 SR 6
LIBRARY ASST. II 14917 SR 5
BOOKMOBILE
LIBRARIAN IV 330 SR 21
LIBRARIAN III 10926 SR 18
LIBRARIAN III 12251 SR 18
LIBRARY ASST. IV 6987 SR 9
LIBRARY ASST. II 12252 SR 5
LIBRARY ASST. II 11910 SR 5
LIBRARY ASST. II 11165 SR 5
LIBRARY ASST. III 11908 SR 7
BOOKMOBILE DRIVER I 338 SR 8
BOOKMOBILE DRIVER II 11229 SR 9
AIEA LIBRARY
LIBRARIAN IV 13746 SR 21
LIBRARIAN III 13745 SR 18
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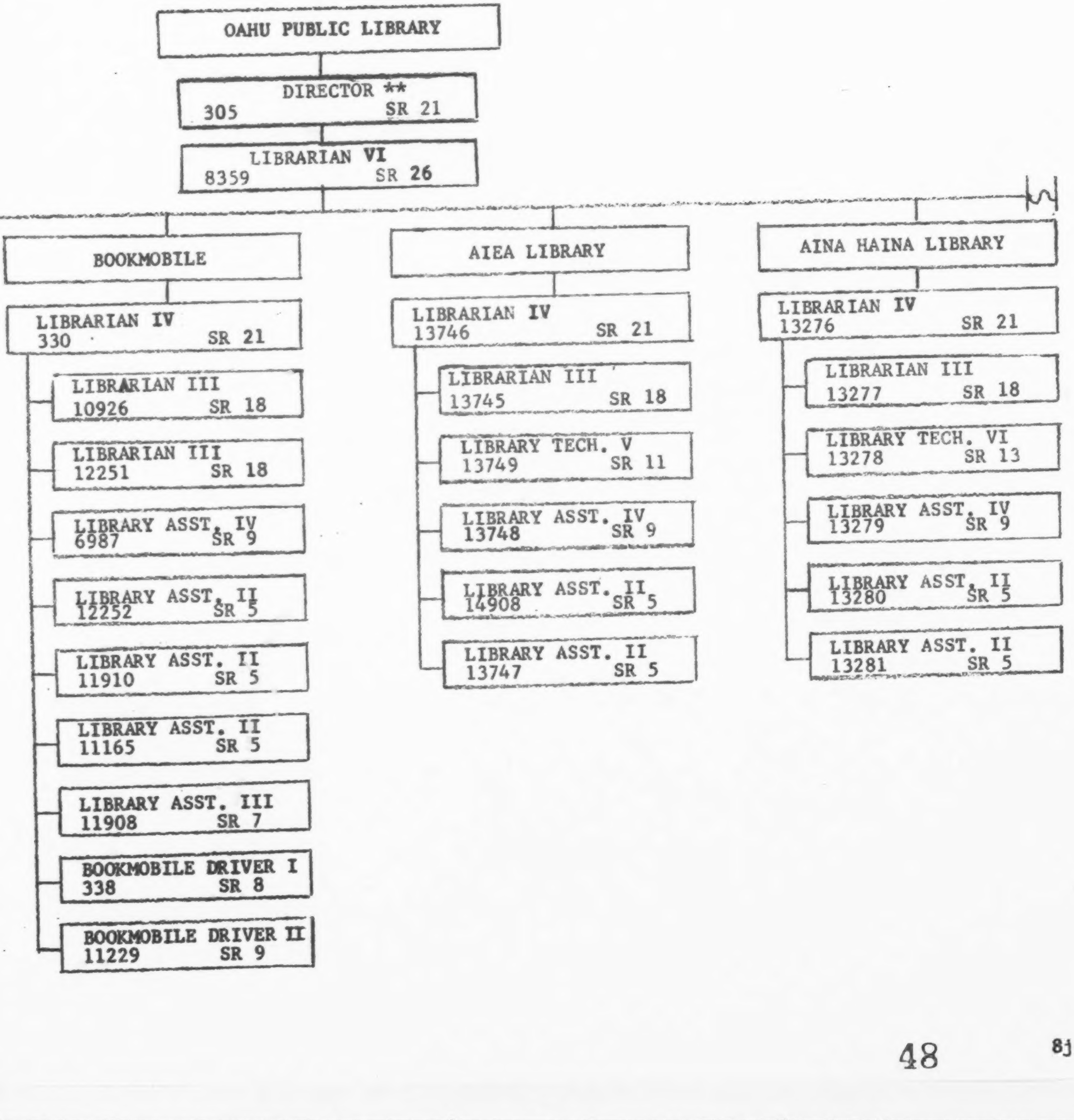
**Title Change Proposed.


OAHU PUBLIC LIBRARY
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6987 SR 9
LIBRARY ASST. II
12252 SR 5
LIBRARY ASST. II
11910 SR 5
LIBRARY ASST. II
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LIBRARY ASST. III
11908 SR 7
BOOKMOBILE DRIVER I
338 SR 8
BOOKMOBILE DRIVER II
11229 SR 9
AIEA LIBRARY
LIBRARIAN IV
13746 SR 21
LIBRARIAN III
13745 SR 18
LIBRARY TECH. V
13749 SR 11
LIBRARY ASST. IV
13748 SR 9
LIBRARY ASST. II
14908 SR 5
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13747 SR 5
AINA HAINA LIBRARY
LIBRARIAN IV
13276 SR 21
LIBRARIAN III
13277 SR 18
LIBRARY TECH. VI
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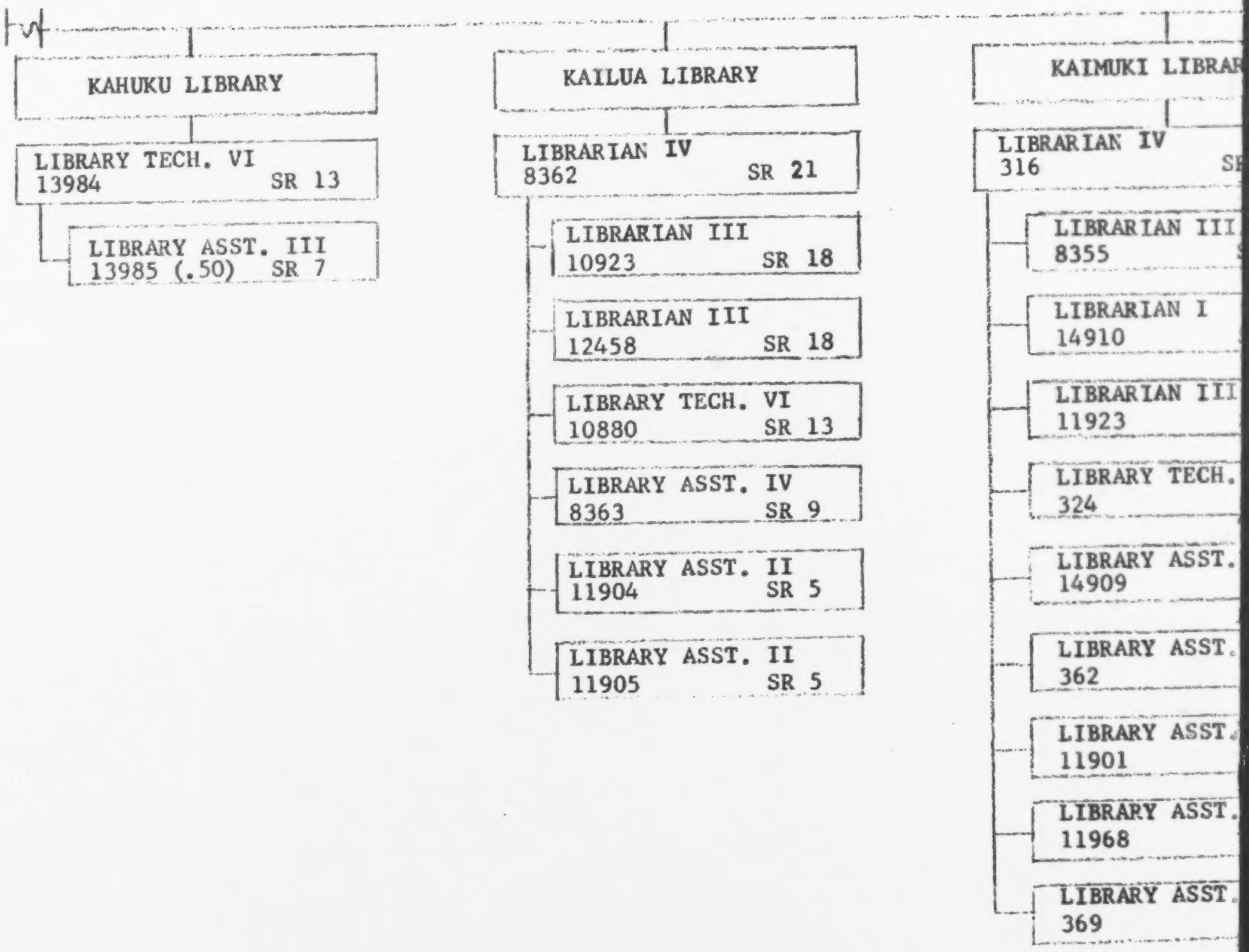
Oahu Public Library (Continued)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LIBRARIAN III 12458 SR 18
LIBRARY TECH. VI 10880 SR 13
LIBRARY ASST. IV 8363 SR 9
LIBRARY ASST. II 11904 SR 5
LIBRARY ASST. II 11905 SR 5
KAIMUKI LIBRAR
LIBRARIAN IV 316
LIBRARIAN III 8355
LIBRARIAN I 14910
LIBRARIAN III 11923
LIBRARY TECH. 324
LIBRARY ASST. 14909
LIBRARY ASST. 362
LIBRARY ASST. 11901
LIBRARY ASST. 11968
LIBRARY ASST. 369

(Continued)

- KAILUA LIBRARY
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- KALIHI LIBRARY
  - LIBRARIAN IV 314 SR 21
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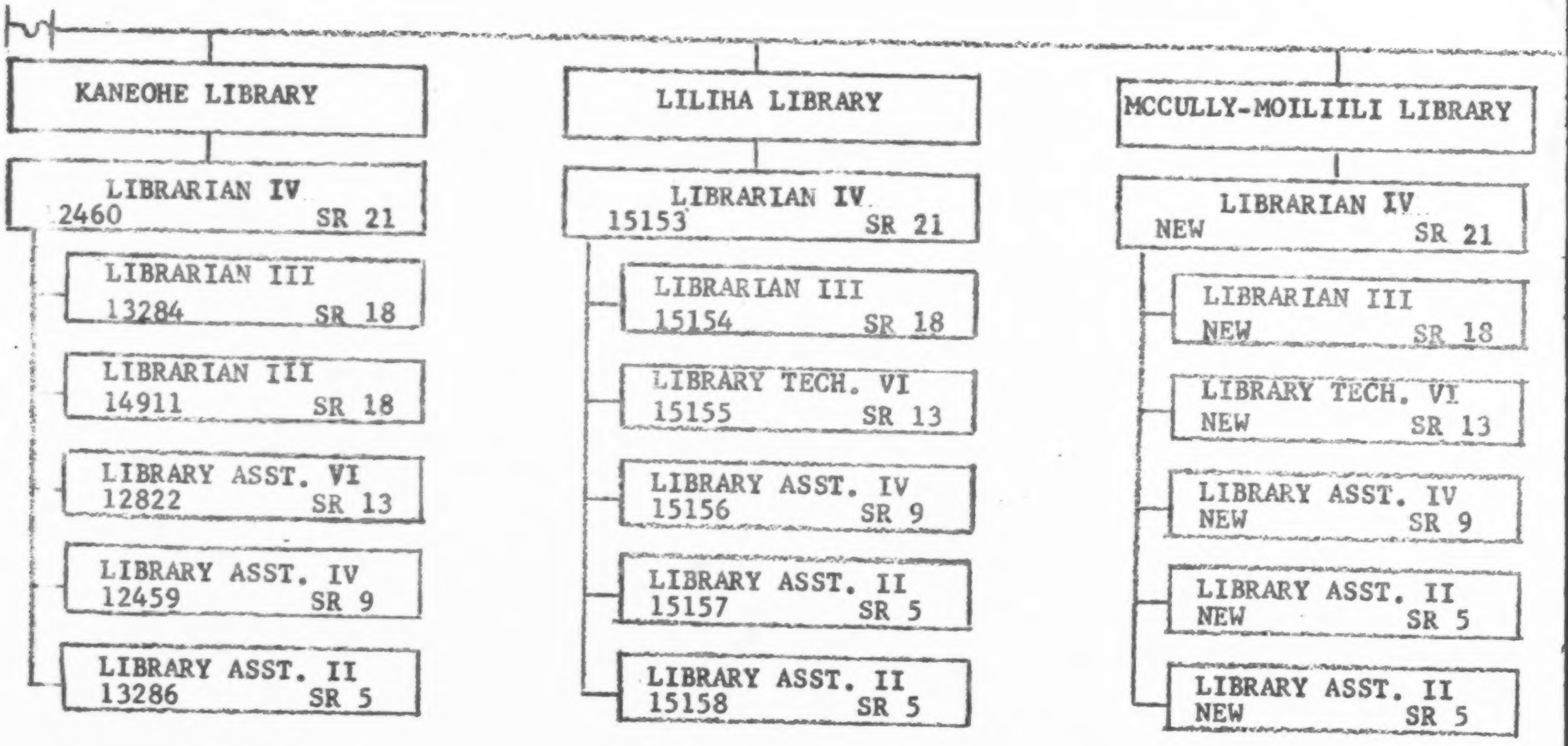
Oahu Public Library (Continued)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12459 SR 9
LIBRARY ASST. II
13286 SR 5
LILIHA LIBRARY
LIBRARIAN IV
15153 SR 21
LIBRARIAN III
15154 SR 18
LIBRARY TECH. VI
15155 SR 13
LIBRARY ASST. IV
15156 SR 9
LIBRARY ASST. II
15157 SR 5
LIBRARY ASST. II
15158 SR 5
MCCULLY-MOILIILI LIBRARY
LIBRARIAN IV
NEW SR 21
LIBRARIAN III
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NEW SR 5

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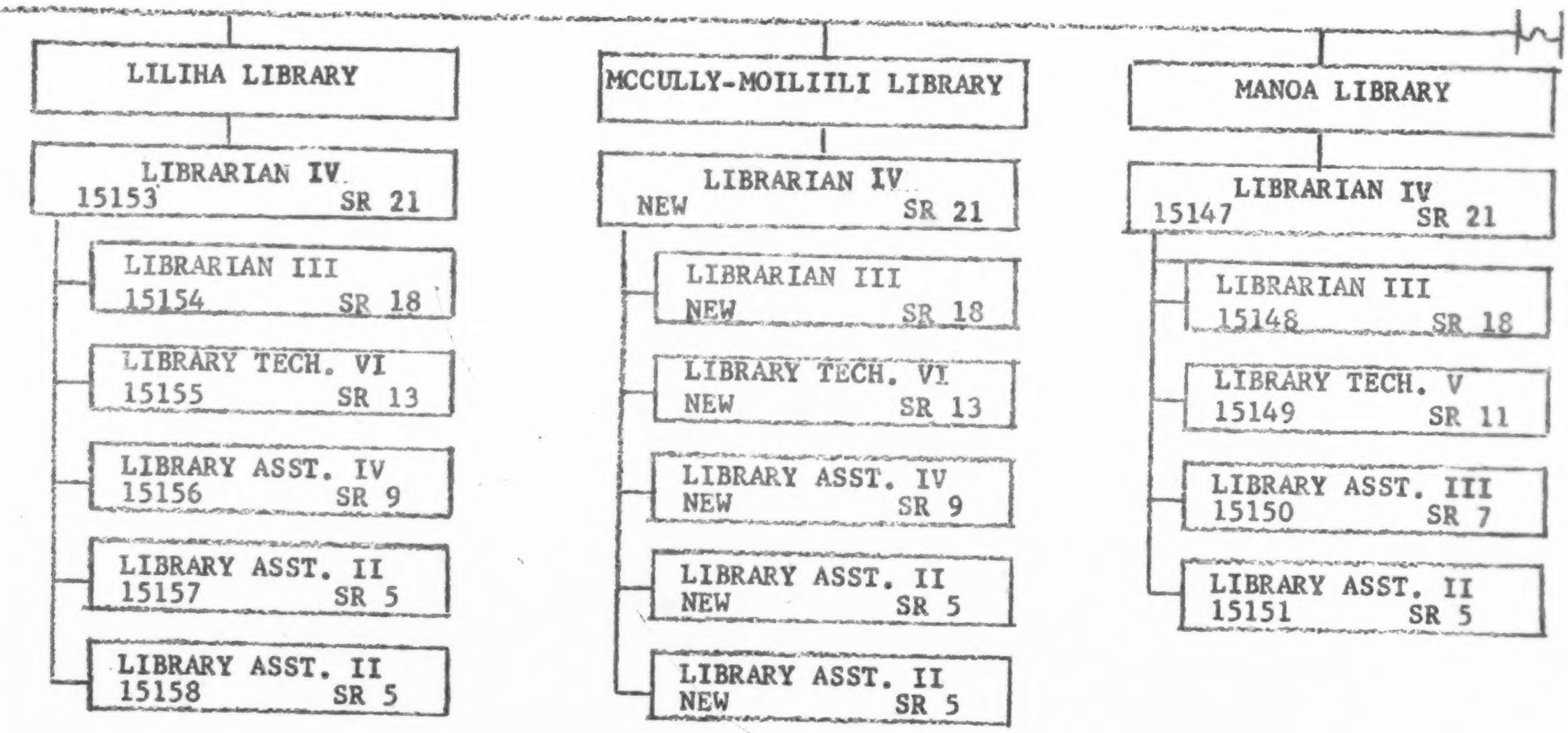
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MCCULLY-MOILIILI LIBRARY
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LIBRARY ASST. II NEW SR 5
MANOA LIBRARY
LIBRARIAN IV 15147 SR 21
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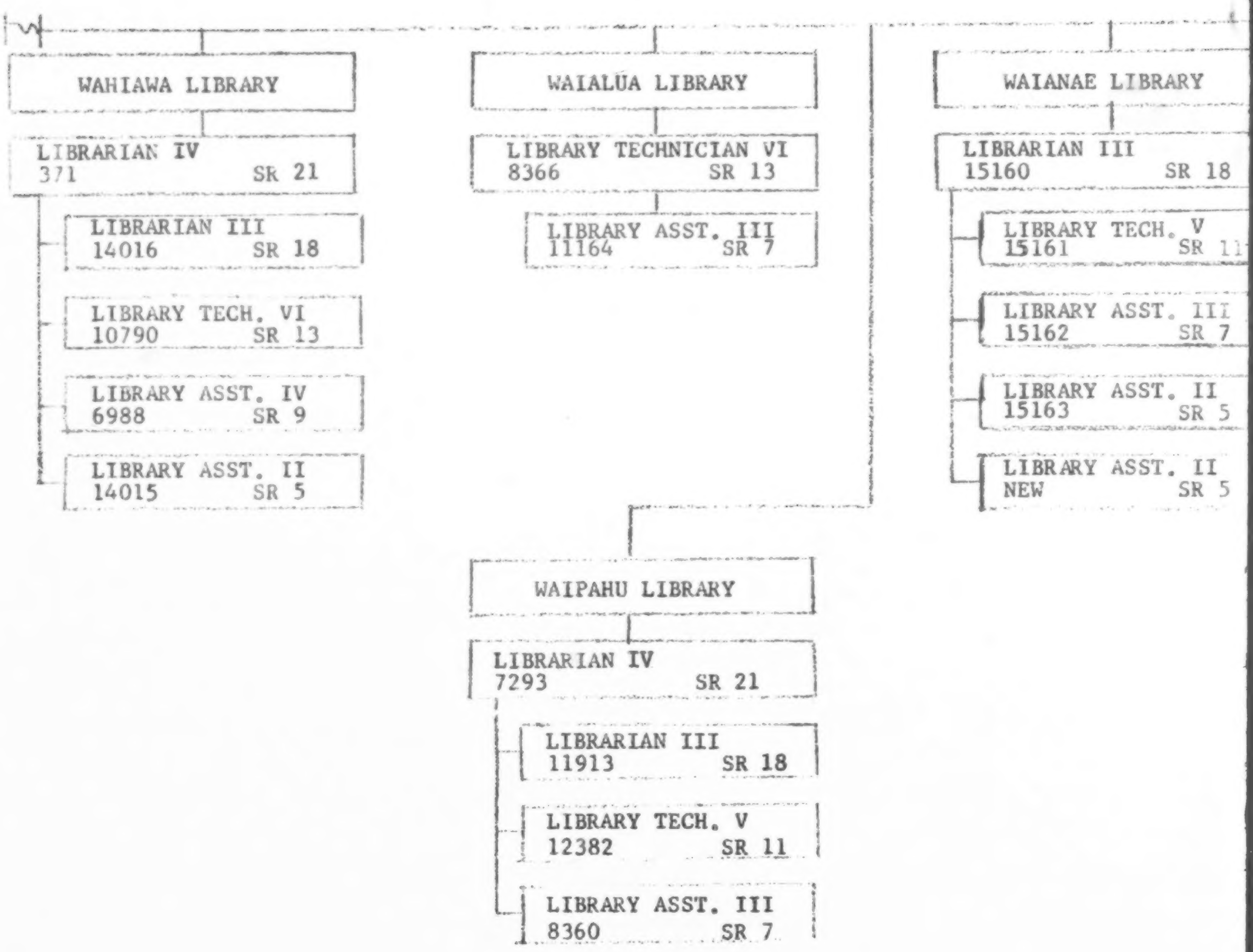
Oahu Public Library (Continued)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WAIALUA LIBRARY
LIBRARY TECHNICIAN VI 8366 SR 13
LIBRARY ASST. III 11164 SR 7
WAIANAE LIBRARY
LIBRARIAN III 15160 SR 18
LIBRARY TECH. V 15161 SR 1
LIBRARY ASST. III 15162 SR 7
LIBRARY ASST. II 15163 SR 5
LIBRARY ASST. II NEW SR 5
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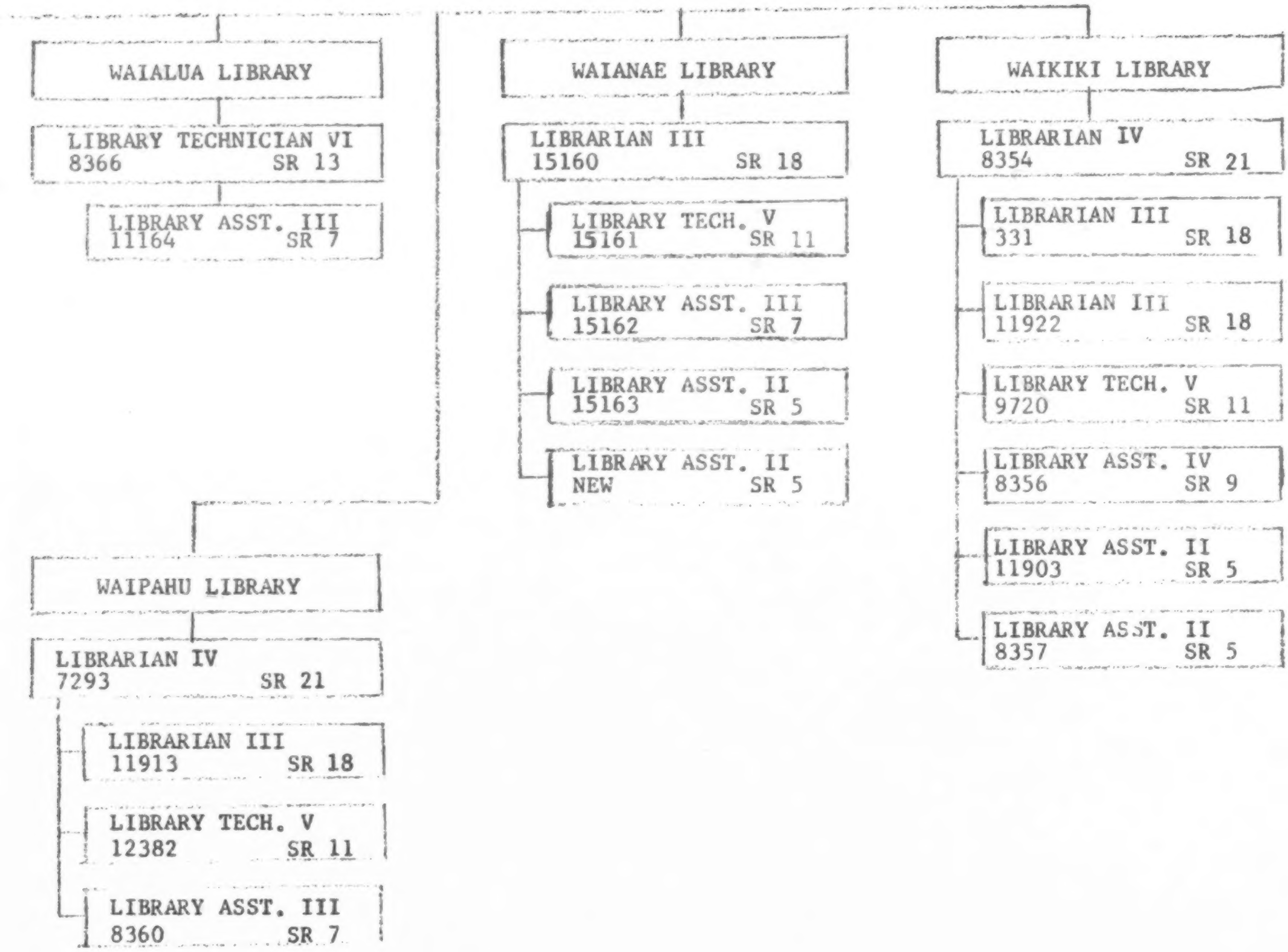
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LIBRARY ASST. II NEW SR 5
WAIKIKI LIBRARY
LIBRARIAN IV 8354 SR 21
LIBRARIAN III 331 SR 18
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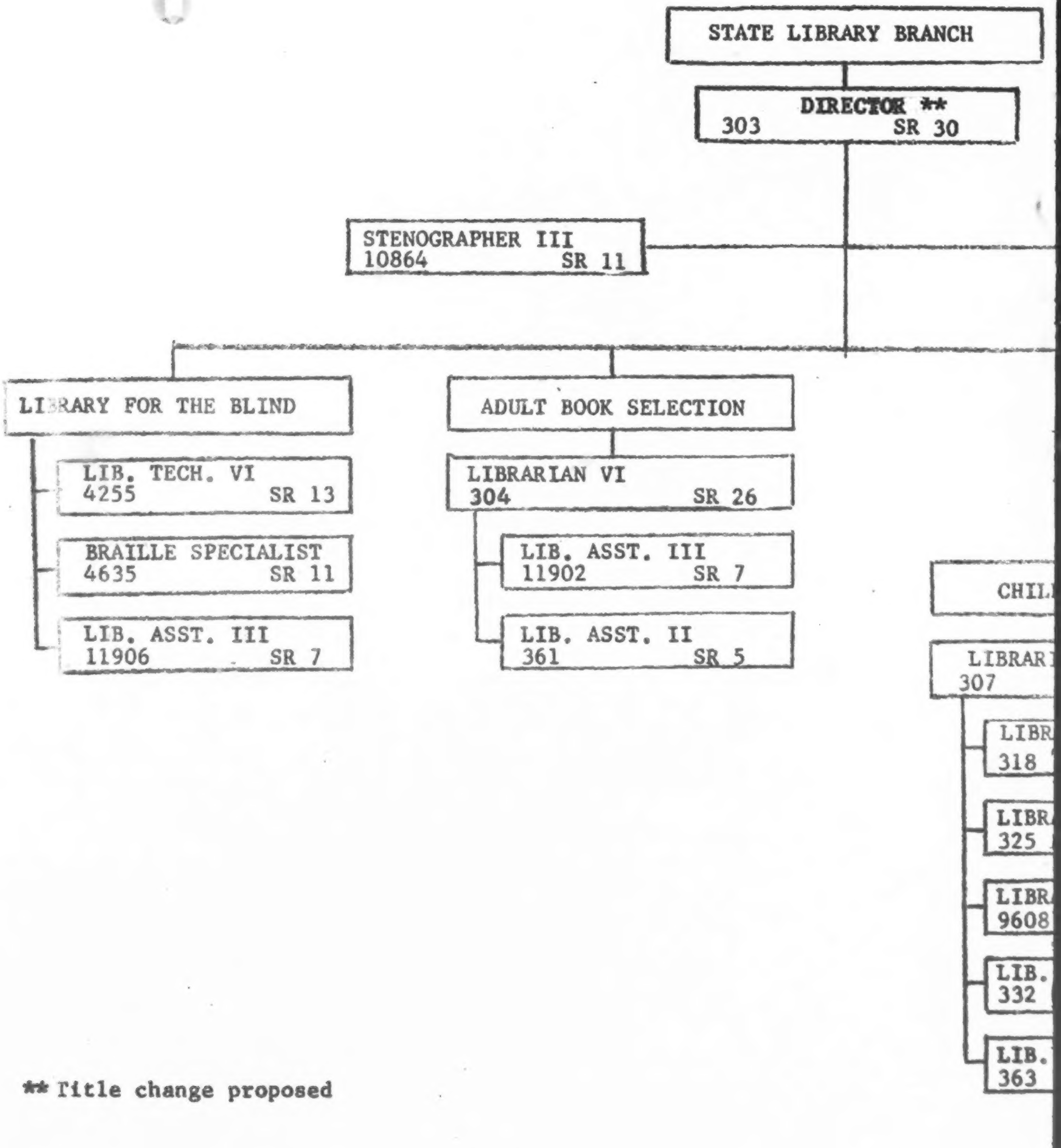
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STENOGRAPHER III
10864 SR 11
LIBRARY FOR THE BLIND
LIB. TECH. VI
4255 SR 13
BRAILLE SPECIALIST
4635 SR 11
LIB. ASST. III
11906 SR 7
ADULT BOOK SELECTION
LIBRARIAN VI
304 SR 26
LIB. ASST. III
11902 SR 7
LIB. ASST. II
361 SR 5
CHIL
LIBRAR
307
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318
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325
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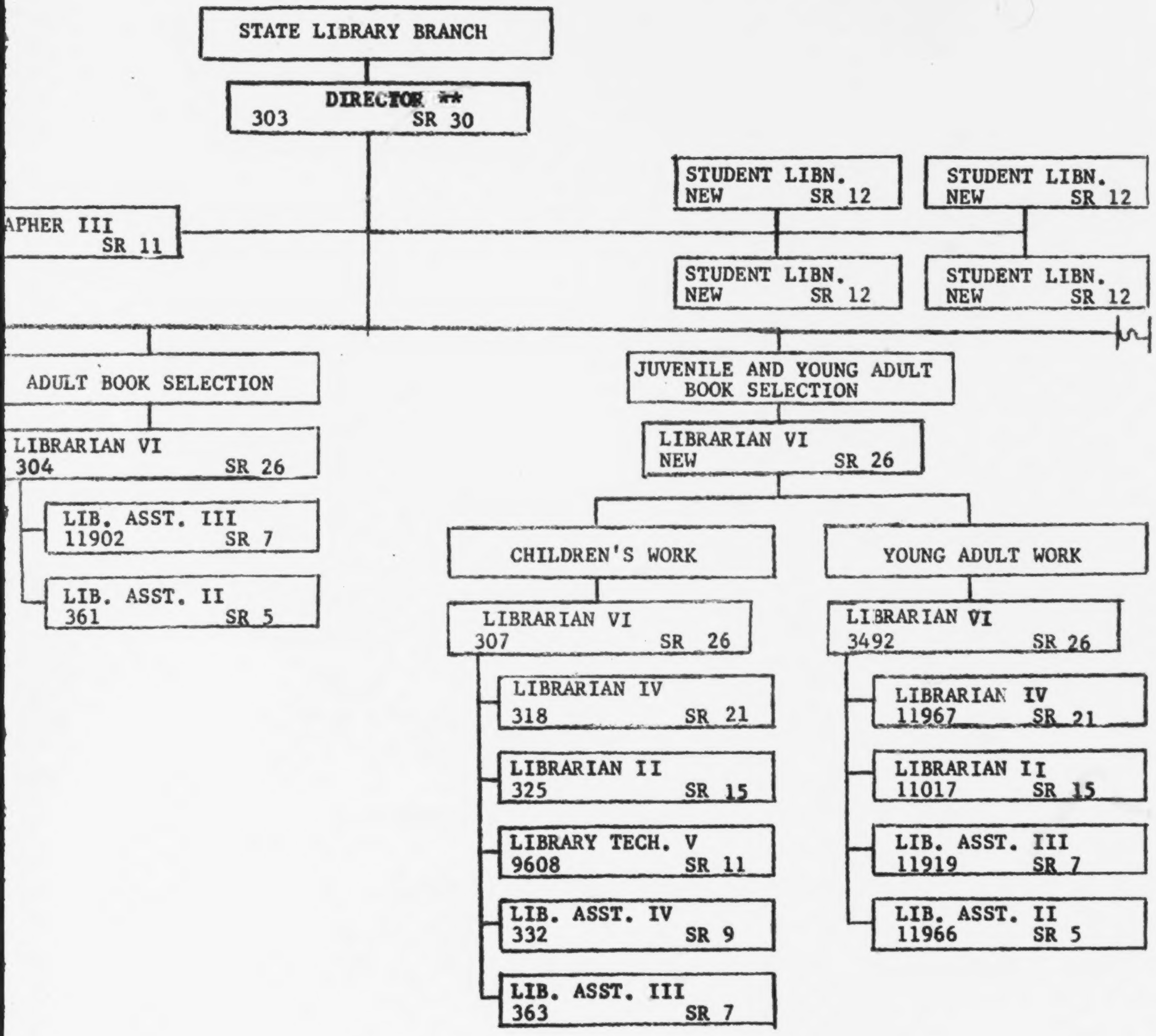
9608
LIB.
332
LIB.
363

** Title change proposed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DIRECTOR **
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SR 11
STUDENT LIBN.
NEW SR 12
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NEW SR 12
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NEW SR 12
STUDENT LIBN.
NEW SR 12
ADULT BOOK SELECTION
LIBRARIAN VI
304 SR 26
LIB. ASST. III
11902 SR 7
LIB. ASST. II
361 SR 5
JUVENILE AND YOUNG ADULT BOOK SELECTION
LIBRARIAN VI
NEW SR 26
CHILDREN'S WORK
LIBRARIAN VI
307 SR 26
LIBRARIAN IV
318 SR 21
LIBRARIAN II
325 SR 15
LIBRARY TECH. V
9608 SR 11
LIB. ASST. IV
332 SR 9
LIB. ASST. III
363 SR 7
YOUNG ADULT WORK
LIBRARIAN VI
3492 SR 26
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LIB. ASST. II
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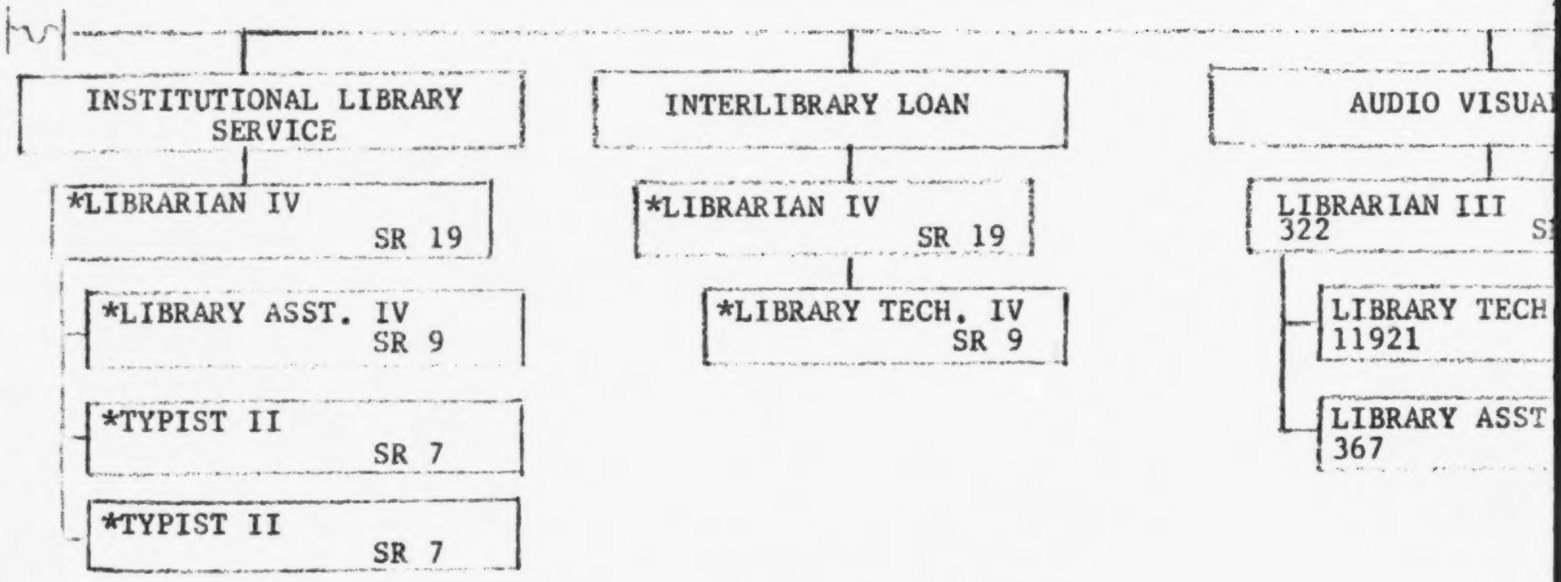
tate Library Branch (Continued)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*LIBRARY ASST. IV SR 9
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INTERLIBRARY LOAN
*LIBRARIAN IV SR 19
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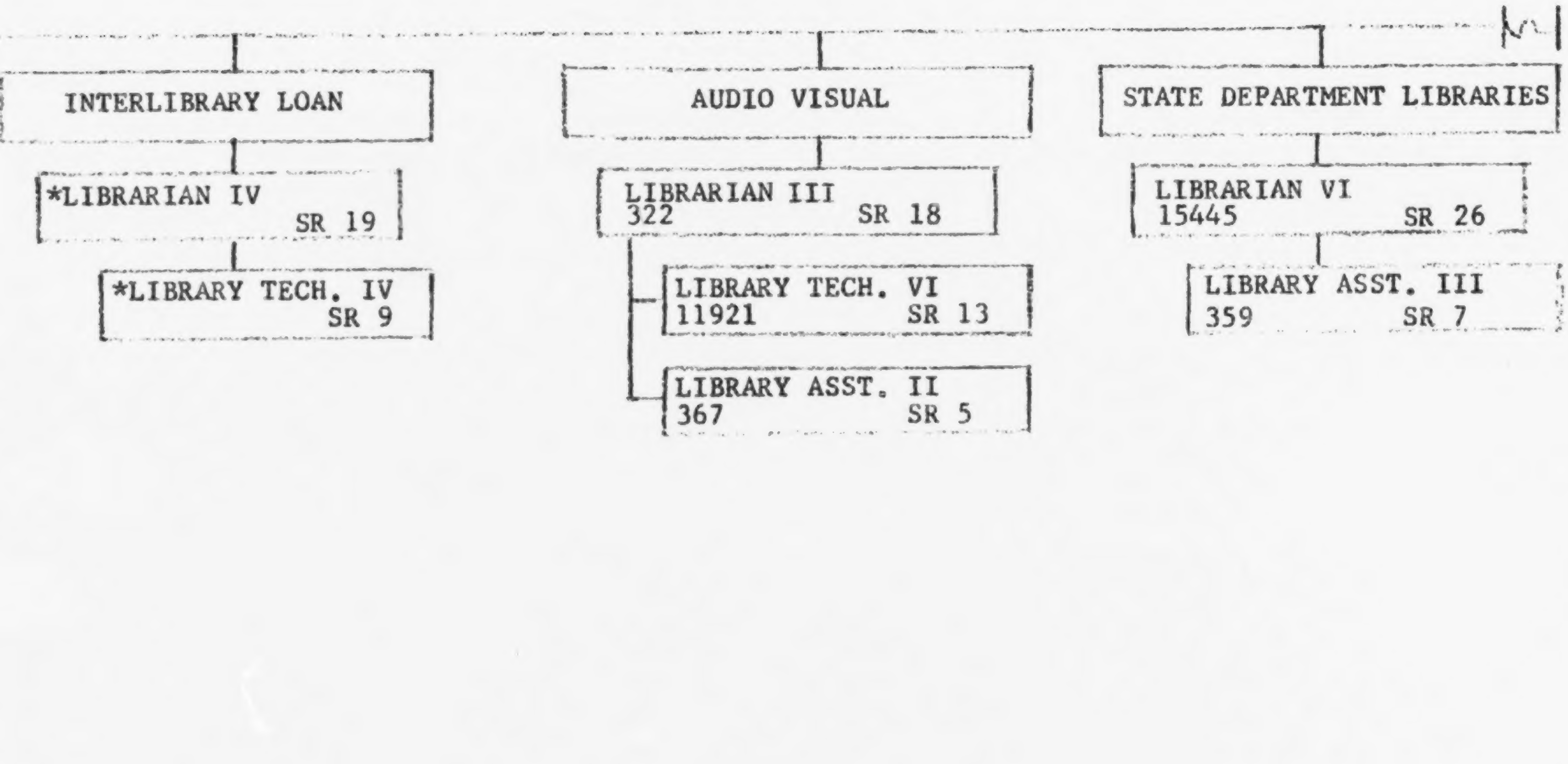
AUDIO VISUA
LIBRARIAN III 322 S
LIBRARY TECH 11921
LIBRARY ASST 367

* New positions proposed

(Continued)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AUDIO VISUAL
LIBRARIAN III 322 SR 18
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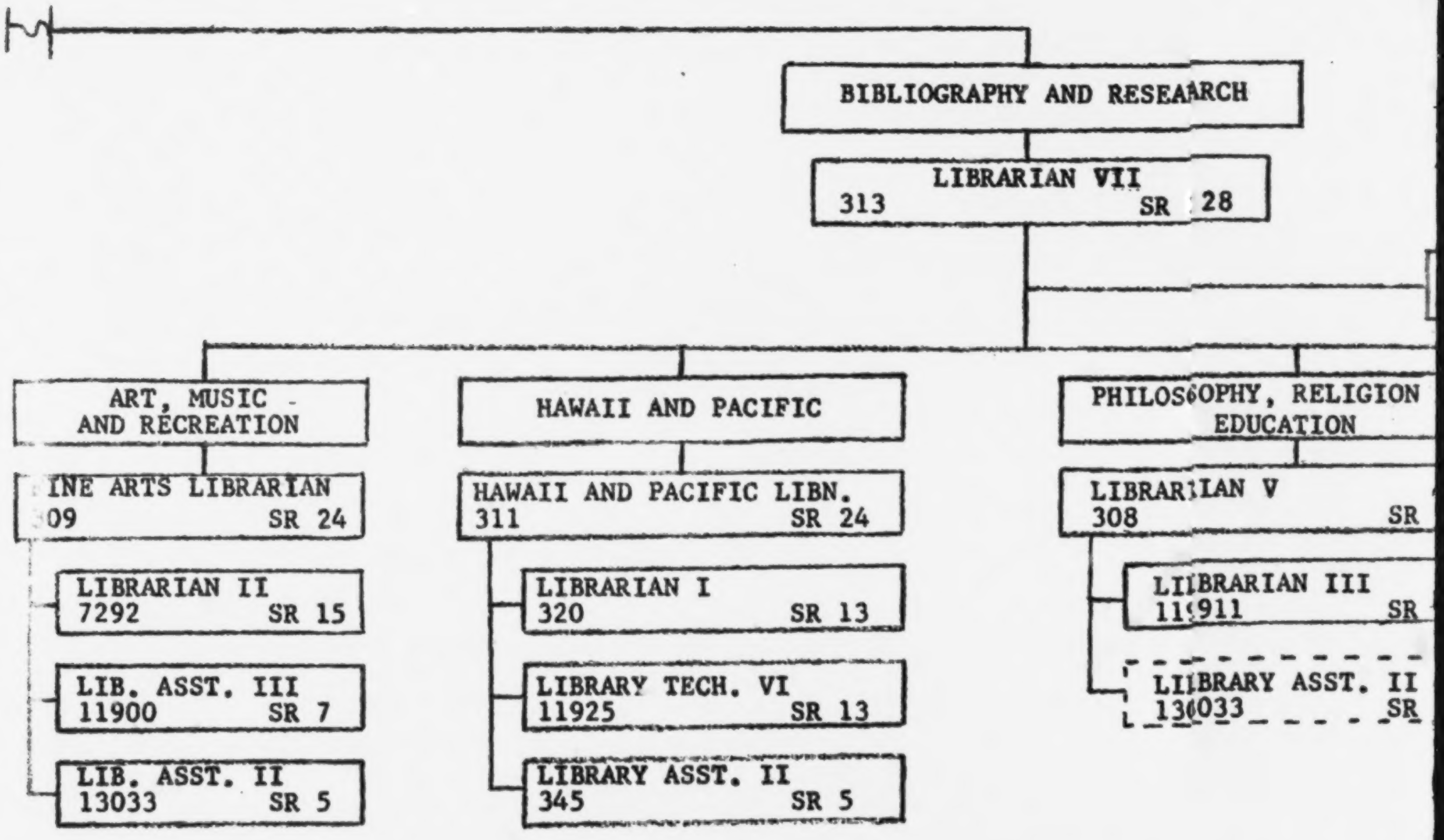
LIBRARY ASST. III 359 SR 7

State Library Branch (Continued)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ART, MUSIC AND RECREATION
INE ARTS LIBRARIAN
09 SR 24
LIBRARIAN II
7292 SR 15
LIB. ASST. III
11900 SR 7
LIB. ASST. II
13033 SR 5
HAWAII AND PACIFIC
HAWAII AND PACIFIC LIBN.
311 SR 24
LIBRARIAN I
320 SR 13
LIBRARY TECH. VI
11925 SR 13
LIBRARY ASST. II
345 SR 5
PHILOSOPHY, RELIGION
EDUCATION
LIBRARIAN V
308 SR
LIBRARIAN III
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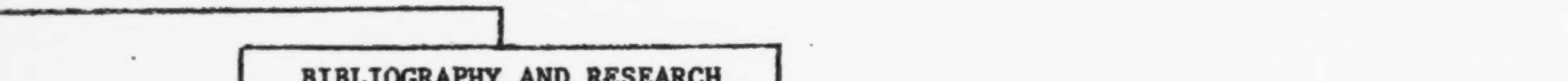
LIBRARY ASST. II
13033 SR

1/ SERVES IN ART, MUSIC & RECREATION ALSO.

Continued)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LIBRARY TECH. V
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IBRARIAN I
20 SR 13
IBRARY TECH. VI
1925 SR 13
IBRARY ASST. II
45 SR 5
PHILOSOPHY, RELIGION AND EDUCATION
LIBRARIAN V
308 SR 24
LIBRARIAN III
11911 SR 18
LIBRARY ASST. II 1/
13033 SR 5
LABOR, MANAGEMENT AND TECHNOLOGY
LAB., MGT., & TECH. LIBN.
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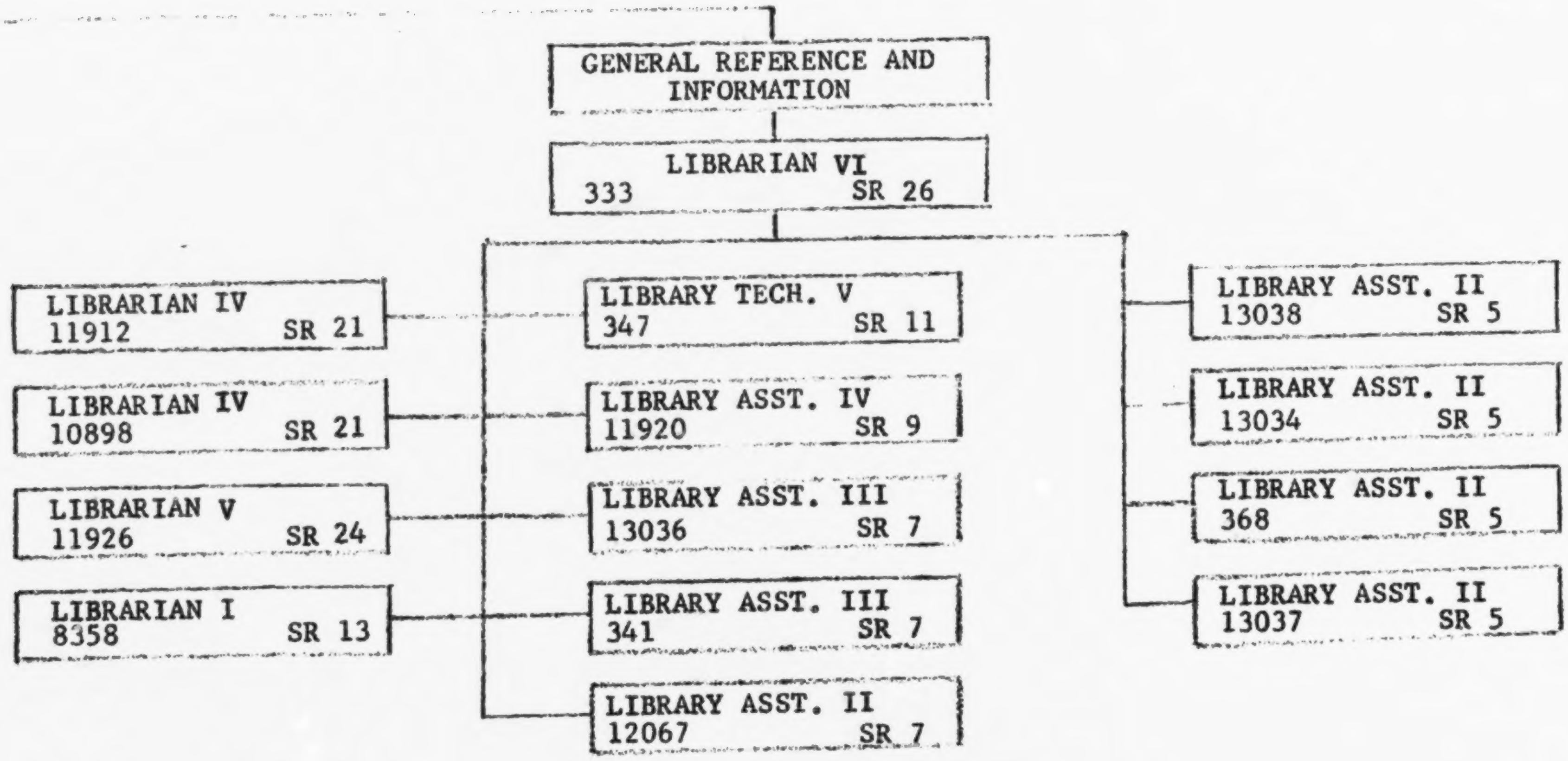
14918 SR 7 (.50)

ION ALSO.

State Library Branch (Continued)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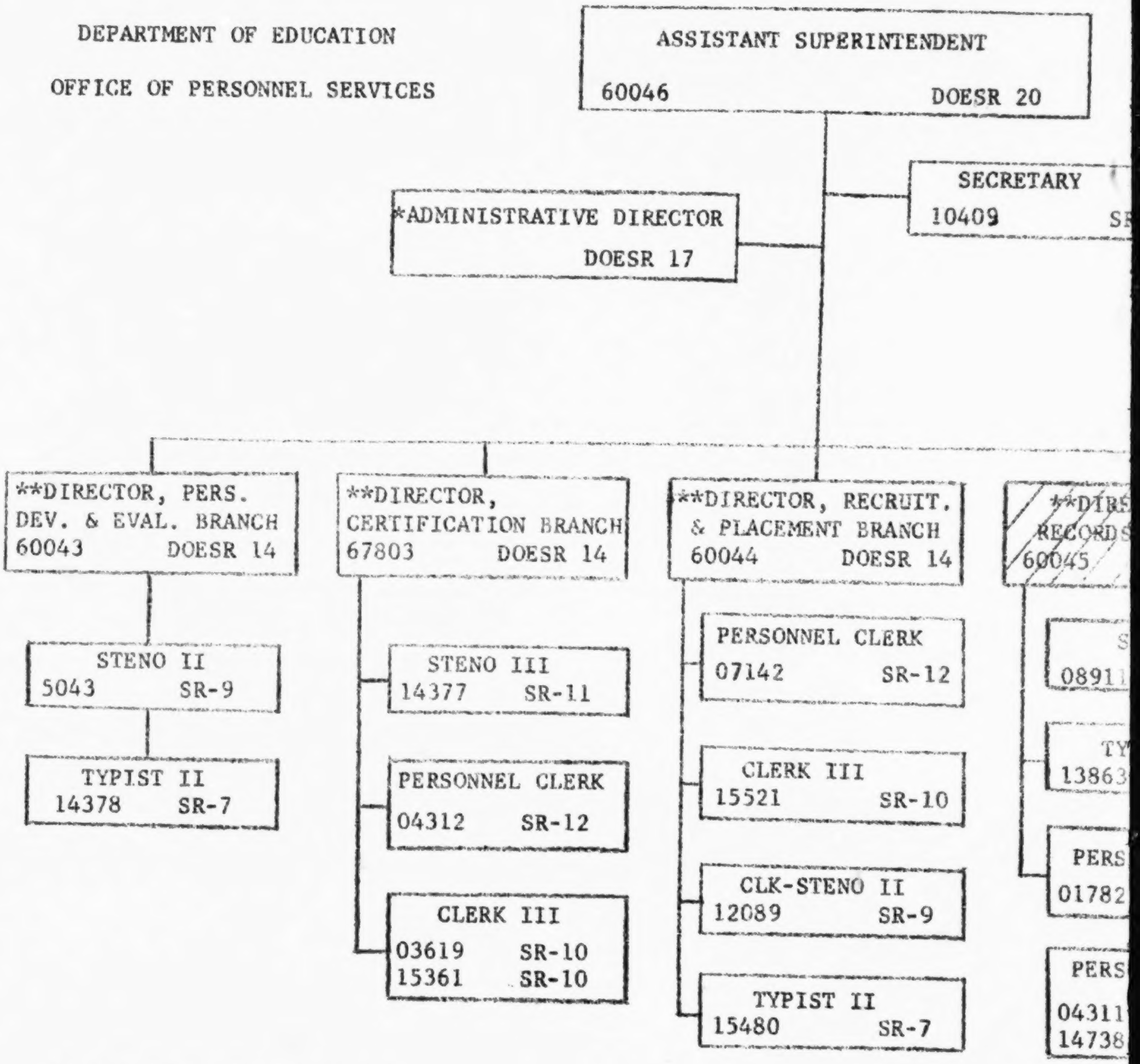
DEPARTMENT OF EDUCATION

OFFICE OF PERSONNEL SERVICES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SECRETARY
10409 S
*ADMINISTRATIVE DIRECTOR
DOESR 17
**DIRECTOR, PERS. DEV. & EVAL. BRANCH
60043 DOESR 14
STENO II
5043 SR-9
TYPIST II
14378 SR-7
**DIRECTOR, CERTIFICATION BRANCH
67803 DOESR 14
STENO III
14377 SR-11
PERSONNEL CLERK
04312 SR-12
CLERK III
03619 SR-10
15361 SR-10
**DIRECTOR, RECRUIT. & PLACEMENT BRANCH
60044 DOESR 14
PERSONNEL CLERK
07142 SR-12
CLERK III
15521 SR-10
CLK-STENO II
12089 SR-9
TYPIST II
15480 SR-7
**DIRE
RECORDS
60045
S
0891
TY
1386
PERS
01782
PERS
04311
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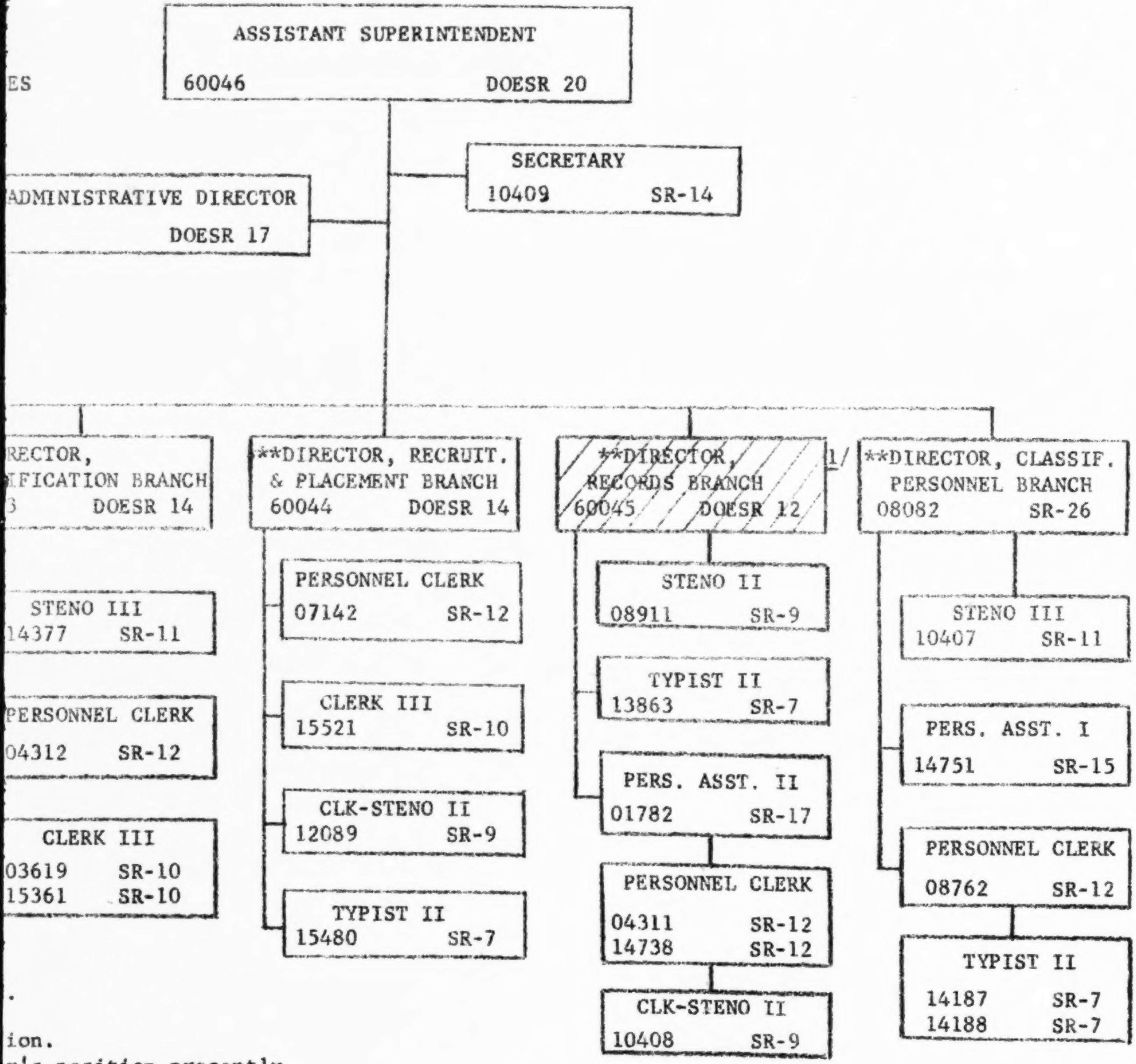
CLK
10408

* New position requested.
** Title change.
▨ Federally funded position.
1/ Records Branch Director's position presently filled by Administrative Intern.

(Dec. 1966)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ASSISTANT SUPERINTENDENT
60046 DOESR 20
SECRETARY
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DOESR 17
RECTOR,
IFICATION BRANCH
3 DOESR 14
STENO III
14377 SR-11
PERSONNEL CLERK
04312 SR-12
CLERK III
03619 SR-10
15361 SR-10
**DIRECTOR, RECRUIT.
& PLACEMENT BRANCH
60044 DOESR 14
PERSONNEL CLERK
07142 SR-12
CLERK III
15521 SR-10
CLK-STENO II
12089 SR-9
TYPIST II
15480 SR-7
**DIRECTOR,
RECORDS BRANCH
60045 DOESR 12
1/
STENO II
08911 SR-9
TYPIST II
13863 SR-7
PERS. ASST. II
01782 SR-17
PERSONNEL CLERK
04311 SR-12
14738 SR-12
CLK-STENO II
10408 SR-9
**DIRECTOR, CLASSIF.
PERSONNEL BRANCH
08082 SR-26
STENO III
10407 SR-11
PERS. ASST. I
14751 SR-15
PERSONNEL CLERK
08762 SR-12
TYPIST II
14187 SR-7
14188 SR-7

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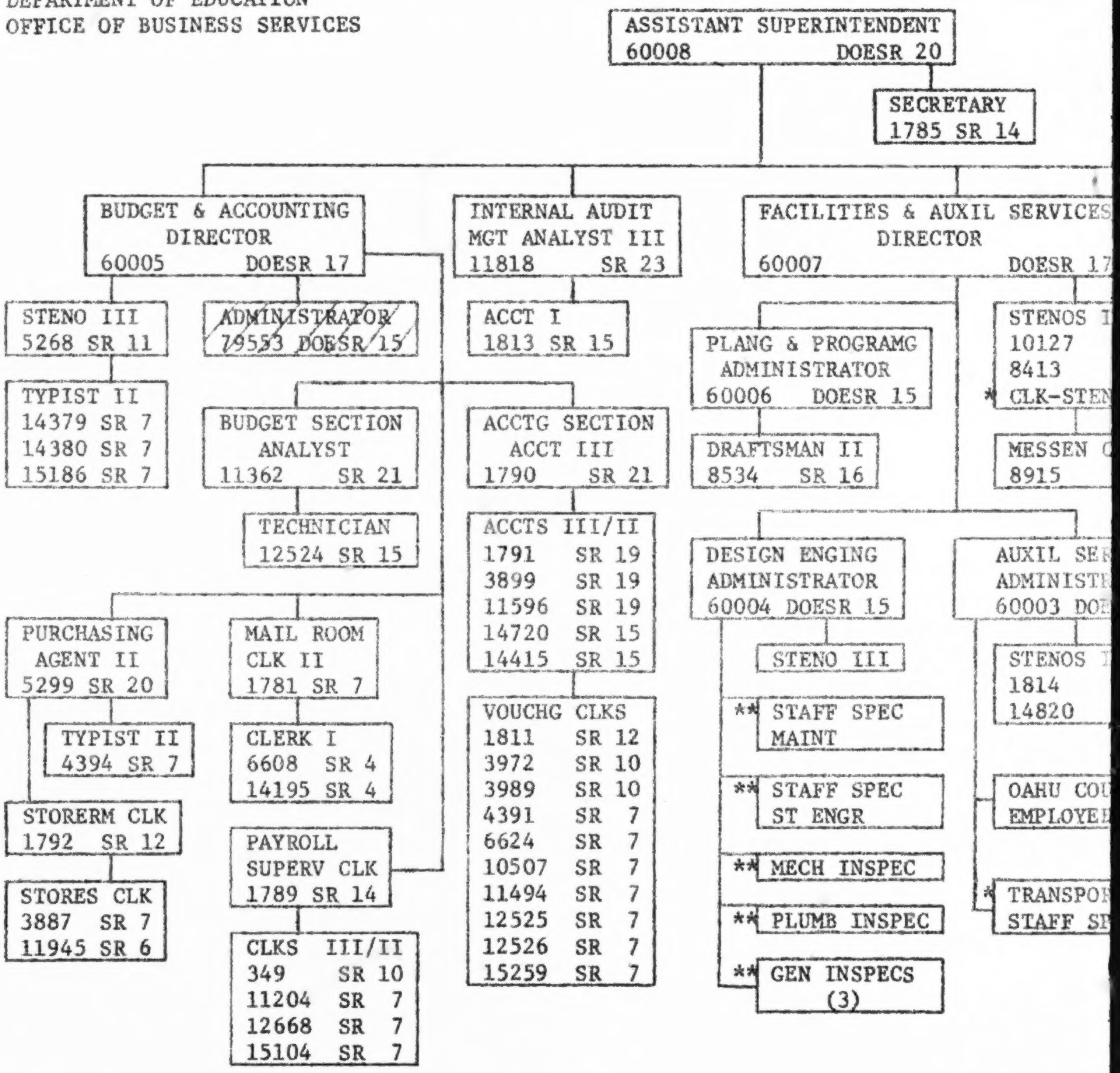
ion.
r's position presently
tive Intern.

DEPARTMENT OF EDUCATION
OFFICE OF BUSINESS SERVICES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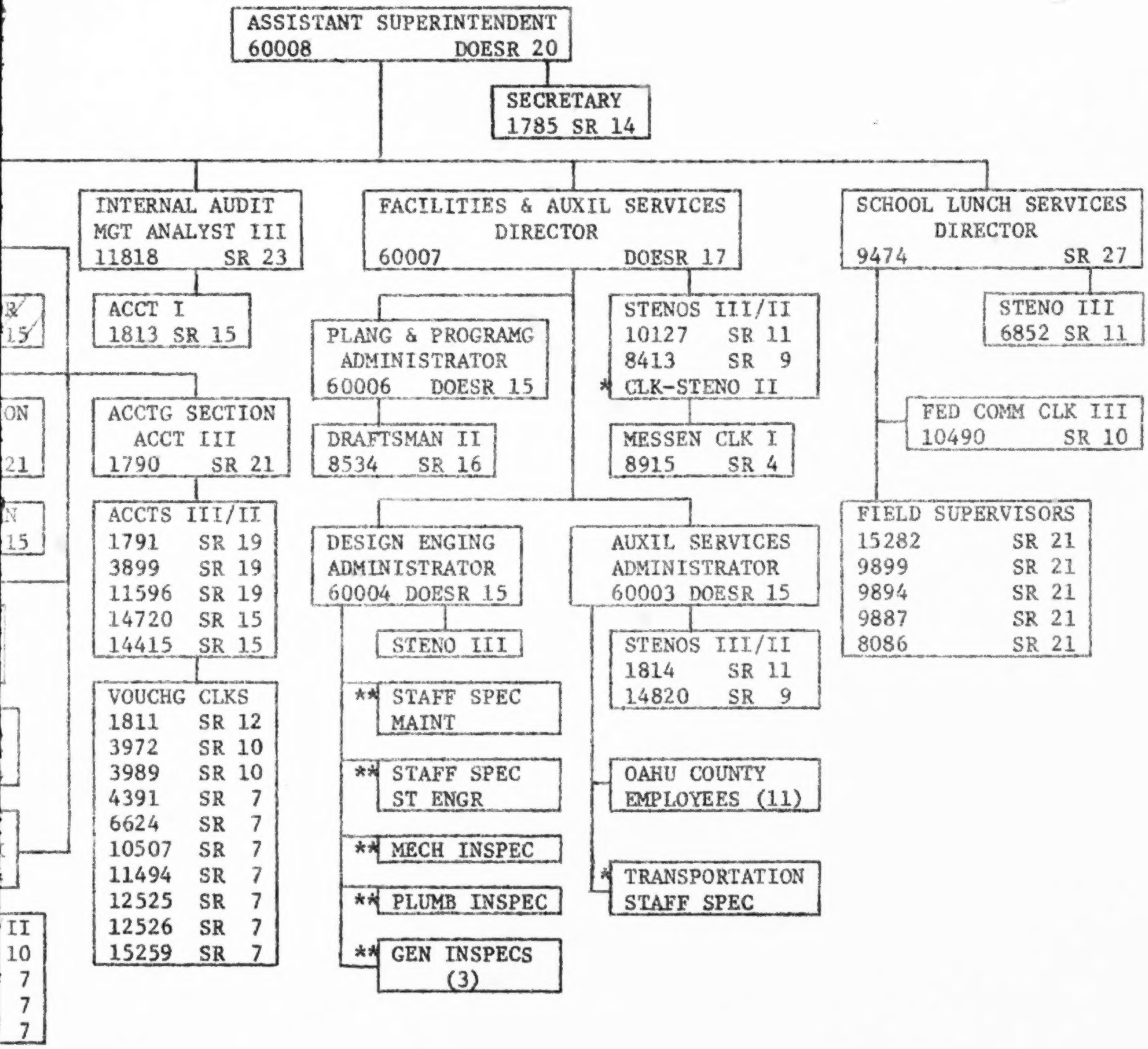
FACILITIES & AUXIL SERVICES DIRECTOR 60007 DOESR 17
STENO III 5268 SR 11
ADMINISTRATOR 79553 DOESR 15
ACCT I 1813 SR 15
TYPIST II 14379 SR 7 14380 SR 7 15186 SR 7
BUDGET SECTION ANALYST 11362 SR 21
ACCTG SECTION ACCT III 1790 SR 21
TECHNICIAN 12524 SR 15
ACCTS III/II 1791 SR 19 3899 SR 19 11596 SR 19 14720 SR 15 14415 SR 15
PURCHASING AGENT II 5299 SR 20
MAIL ROOM CLK II 1781 SR 7
TYPIST II 4394 SR 7
CLERK I 6608 SR 4 14195 SR 4
STORERM CLK 1792 SR 12
PAYROLL SUPERV CLK 1789 SR 14
STORES CLK 3887 SR 7 11945 SR 6
CLKS III/II 349 SR 10 11204 SR 7 12668 SR 7 15104 SR 7
VOUCHG CLKS 1811 SR 12 3972 SR 10 3989 SR 10 4391 SR 7 6624 SR 7 10507 SR 7 11494 SR 7 12525 SR 7 12526 SR 7 15259 SR 7
PLANG & PROGRAMG ADMINISTRATOR 60006 DOESR 15
DRAFTSMAN II 8534 SR 16
STENOS I 10127 8413
* CLK-STEN
MESSEN C 8915
DESIGN ENGING ADMINISTRATOR 60004 DOESR 15
AUXIL SER ADMINISTR 60003 DOE
STENO III
** STAFF SPEC MAINT
** STAFF SPEC ST ENGR
** MECH INSPEC
** PLUMB INSPEC
** GEN INSPECS (3)
STENOS I 1814 14820
OAHU COU EMPLOYEE
* TRANSPOR STAFF SP

* = APPROVED 1966-67 APPROPRIATIONS ACT
** = AUTHORIZED C.I.P. 1966-67 BUDGET
//// = FEDERALLY FUNDED POSITION
12/66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SECRETARY
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MGT ANALYST III
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ACCT III
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ACCTS III/II
1791 SR 19
3899 SR 19
11596 SR 19
14720 SR 15
14415 SR 15
VOUCHG CLKS
1811 SR 12
3972 SR 10
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6624 SR 7
10507 SR 7
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12525 SR 7
12526 SR 7
15259 SR 7
FACILITIES & AUXIL SERVICES
DIRECTOR
60007 DOESR 17
PLANG & PROGRAMG
ADMINISTRATOR
60006 DOESR 15
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MESSEN CLK I
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DESIGN ENGING
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STENO III
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MAINT
** STAFF SPEC
ST ENGR
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** GEN INSPECS
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AUXIL SERVICES
ADMINISTRATOR
60003 DOESR 15
STENOS III/II
1814 SR 11
14820 SR 9
OAHU COUNTY
EMPLOYEES (11)
* TRANSPORTATION
STAFF SPEC
SCHOOL LUNCH SERVICES
DIRECTOR
9474 SR 27
STENO III
6852 SR 11
FED COMM CLK III
10490 SR 10
FIELD SUPERVISORS
15282 SR 21
9899 SR 21
9894 SR 21
9887 SR 21
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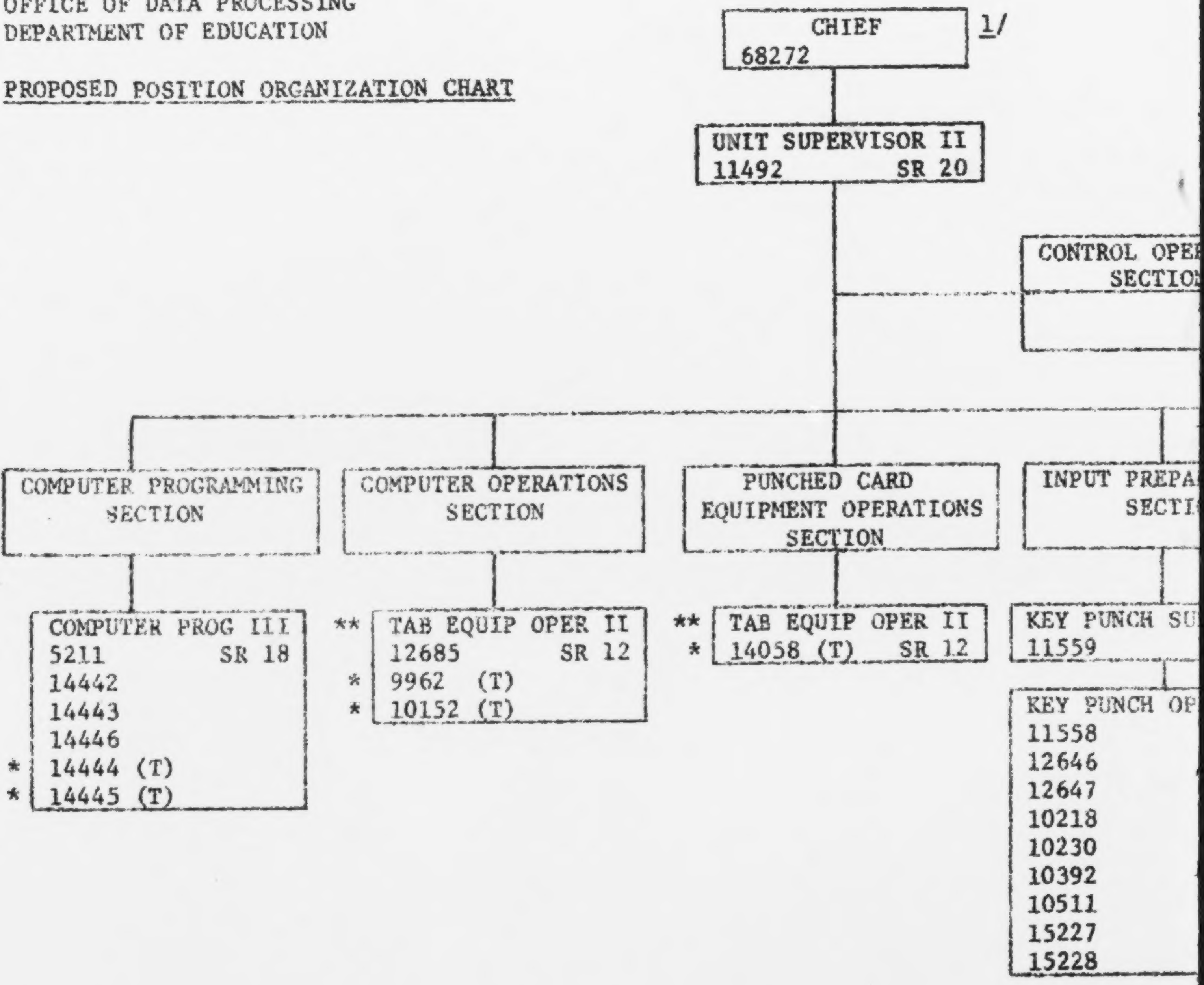
ROPRIATIONS ACT
66-67 BUDGET
TION

OFFICE OF DATA PROCESSING
DEPARTMENT OF EDUCATION

PROPOSED POSITION ORGANIZATION CHART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68272
1/
UNIT SUPERVISOR II
11492 SR 20
CONTROL OPE
SECTIO
COMPUTER PROGRAMMING SECTION
COMPUTER OPERATIONS SECTION
PUNCHED CARD EQUIPMENT OPERATIONS SECTION
INPUT PREPA
SECTI
COMPUTER PROG III
5211 SR 18
14442
14443
14446
* 14444 (T)
* 14445 (T)
** TAB EQUIP OPER II
12685 SR 12
* 9962 (T)
* 10152 (T)
** TAB EQUIP OPER II
* 14058 (T) SR 12
KEY PUNCH SU
11559
KEY PUNCH OP
11558
12646
12647
10218
10230
10392
10511
15227
15228

1/ TRANSFERRED FROM SECONDARY STAFF OF THE OFFICE OF CURRICULUM, INSTRUCTION AND GUIDANCE. POSITION TO BE REDESCRIBED.

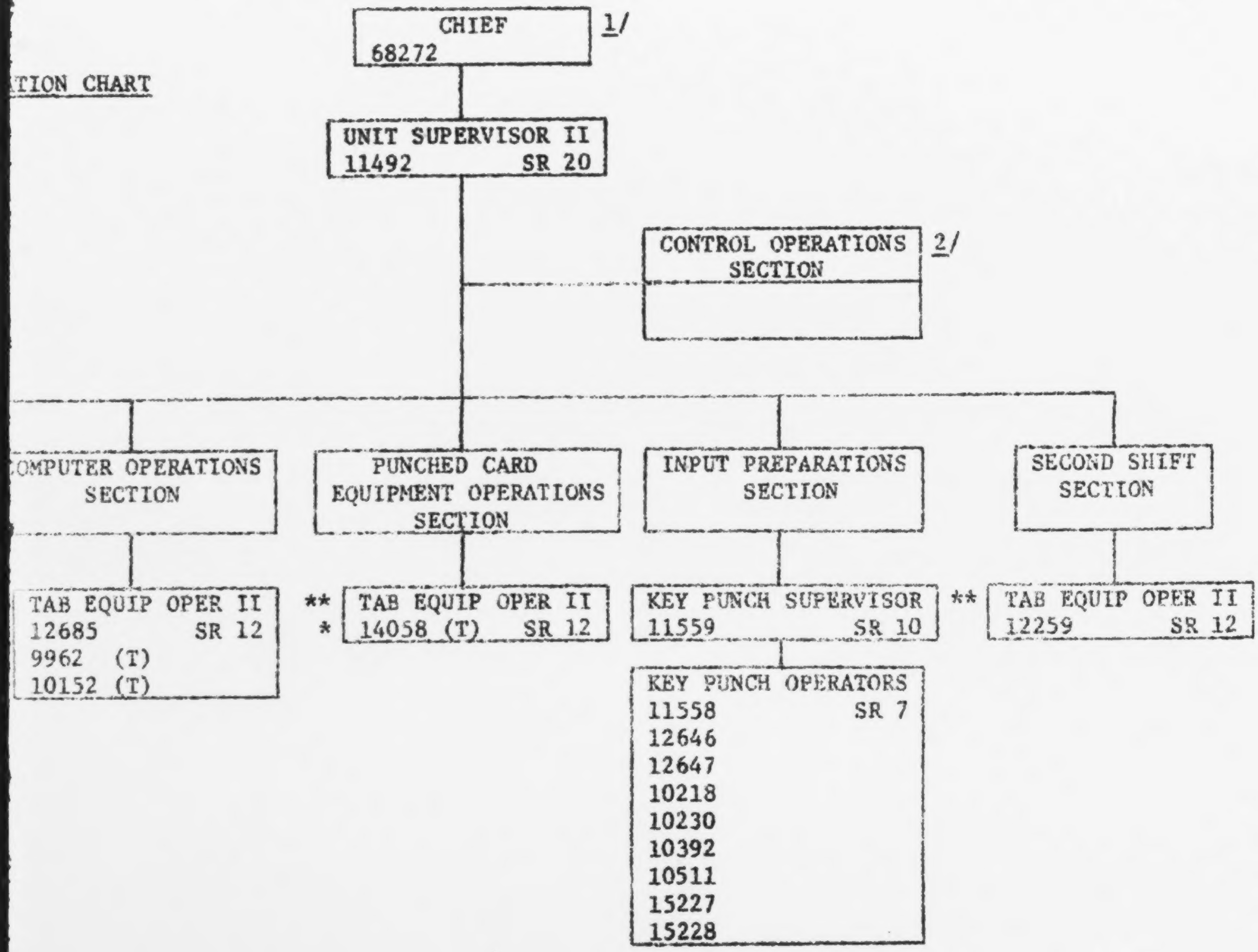
2/ NEW CLERK POSITION AUTHORIZED FOR FISCAL YEAR 1966-1967.

* TEMPORARY POSITIONS TO BE MADE PERMANENT:
POSITIONS 14444 AND 14445 - TRAINEE POSITIONS FROM ANOTHER DEPARTMEN .
POSITIONS 9962, 10152 AND 14058 - TEMPORARY POSITIONS FOR FISCAL YEA . 1966-196

** POSITIONS PRESENTLY BEING REDESCRIBED.

12/66

TION CHART


CHIEF
68272
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UNIT SUPERVISOR II
11492 SR 20
CONTROL OPERATIONS SECTION
2/
OMPUTER OPERATIONS SECTION
TAB EQUIP OPER II
12685 SR 12
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10152 (T)
PUNCHED CARD EQUIPMENT OPERATIONS SECTION
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TAB EQUIP OPER II
14058 (T) SR 12
INPUT PREPARATIONS SECTION
KEY PUNCH SUPERVISOR
11559 SR 10
KEY PUNCH OPERATORS
11558 SR 7
12646
12647
10218
10230
10392
10511
15227
15228
SECOND SHIFT SECTION
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TAB EQUIP OPER II
12259 SR 12

DARY STAFF OF THE OFFICE OF CURRICULUM,
CE. POSITION TO BE REDESCRIBED.
HORIZED FOR FISCAL YEAR 1966-1967.

BE MADE PERMANENT:
14445 - TRAINEE POSITIONS FROM ANOTHER DEPARTMEN' .
52 AND 14058 - TEMPORARY POSITIONS FOR FISCAL YEA . 1966-1967.
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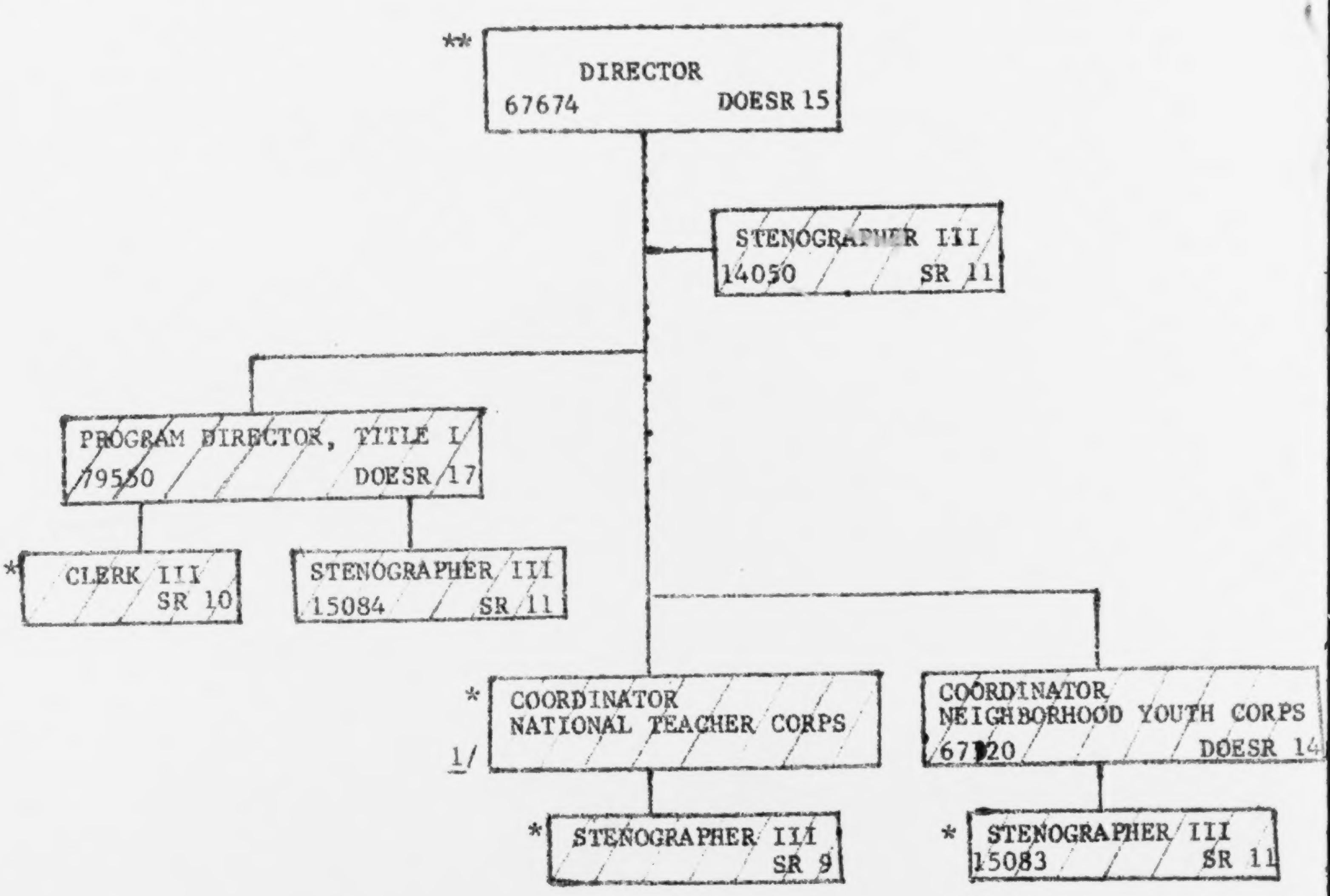
DEPA ENT OF EDUCATION

OFFICE OF FEDERAL PROGRAMS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DIRECTOR
67674 DOESR 15
STENOGRAPHER III
14050 SR 11
PROGRAM DIRECTOR, TITLE I
79550 DOESR 17
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CLERK III
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STENOGRAPHER III
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COORDINATOR
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67120 DOESR 14
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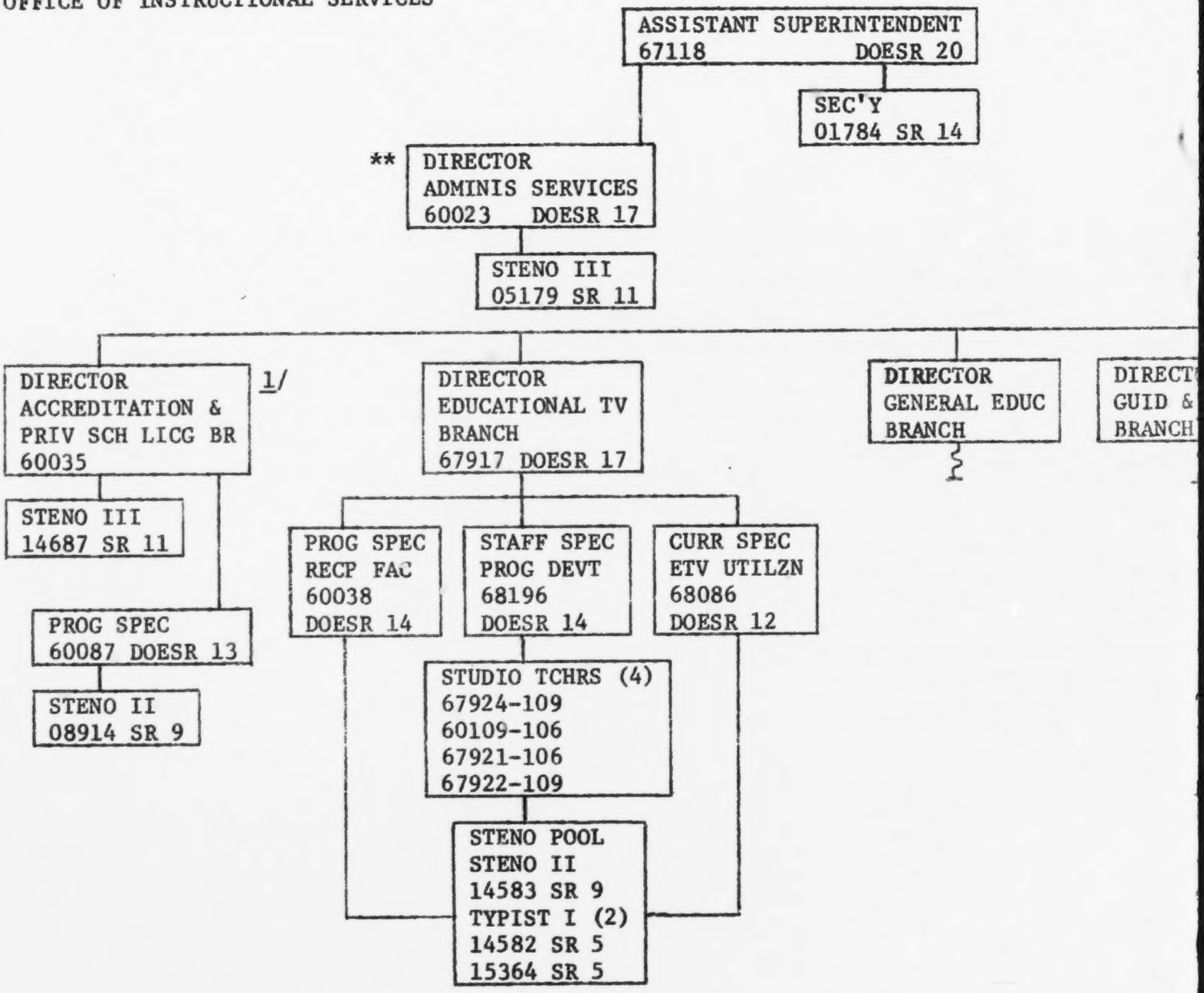
STENOGRAPHER III
15083 SR 11

* New Position
** Title Change
/// Federally Funded Positions
1/ Subject to Congressional Appropriation

12/66

DEPARTMENT OF EDUCATION
OFFICE OF INSTRUCTIONAL SERVICES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DOESR 12
STUDIO TCHRS (4)
67924-109
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67921-106
67922-109
STENO POOL
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14583 SR 9
TYPIST I (2)
14582 SR 5
15364 SR 5
DIRECTOR
GENERAL EDUC
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DIRECT
GUID &
BRANCH

1/ SEC 38-34.5 AMENDED 1965
** TITLE CHANGE

DECEMBER 1966

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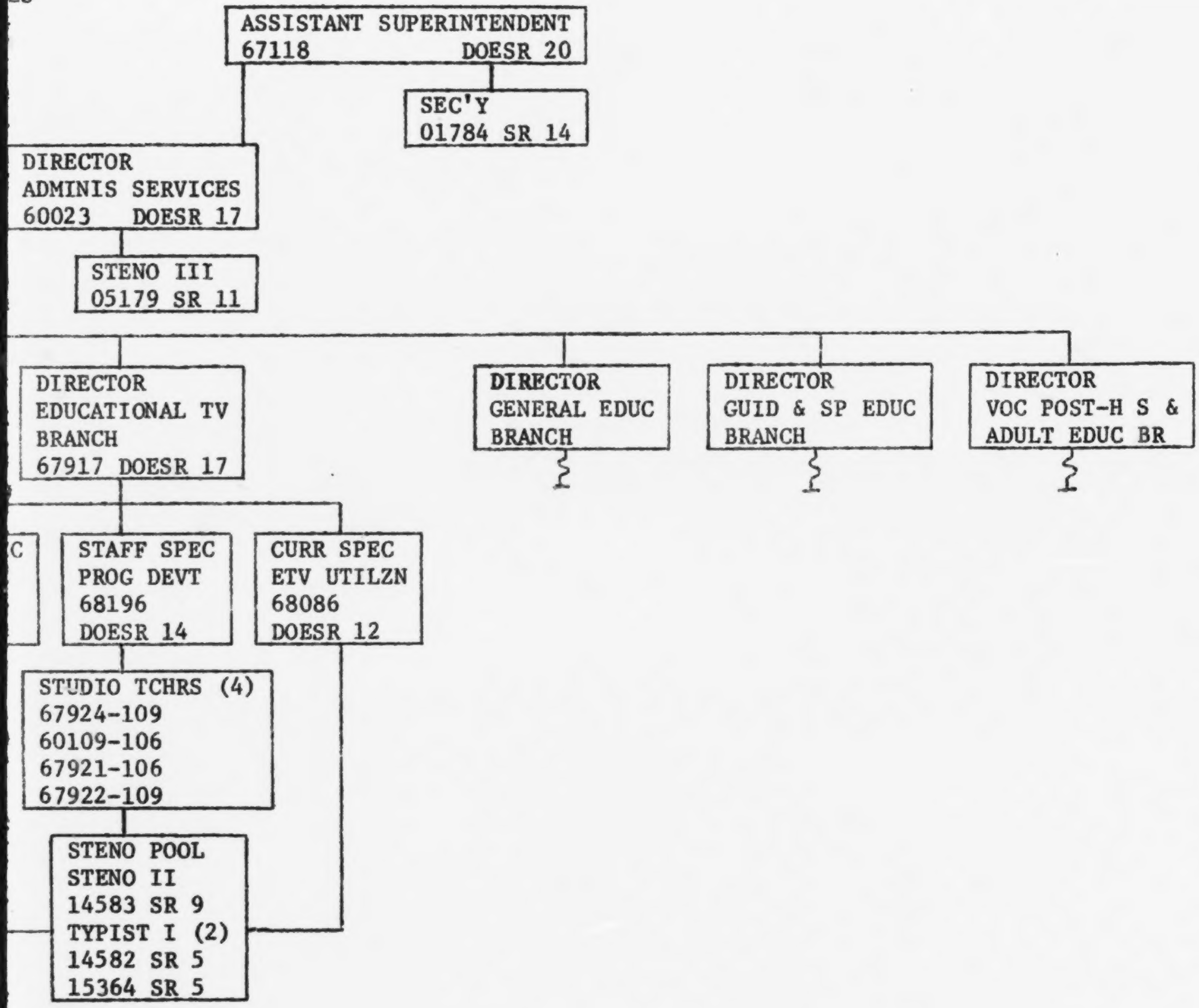
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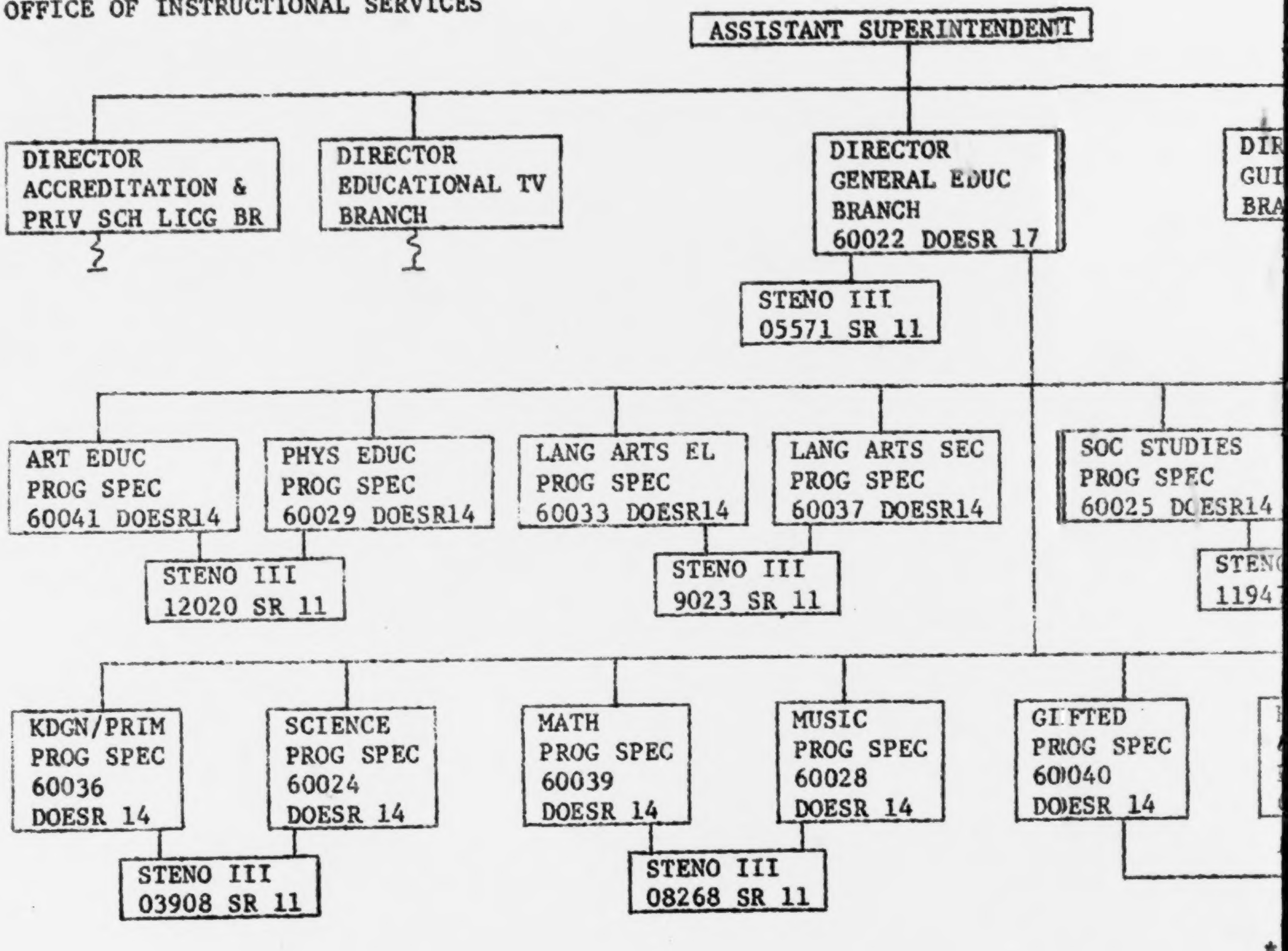
DEPARTMENT OF EDUCATION
OFFICE OF INSTRUCTIONAL SERVICES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PHYS EDUC PROG SPEC 60029 DOESR14
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LANG ARTS SEC PROG SPEC 60037 DOESR14
SOC STUDIES PROG SPEC 60025 DOESR14
STENO III 12020 SR 11
STENO III 9023 SR 11
STEN 1194
KDGN/PRIM PROG SPEC 60036 DOESR 14
SCIENCE PROG SPEC 60024 DOESR 14
MATH PROG SPEC 60039 DOESR 14
MUSIC PROG SPEC 60028 DOESR 14
GIFTED PROG SPEC 60040 DOESR 14
STENO III 03908 SR 11
STENO III 08268 SR 11
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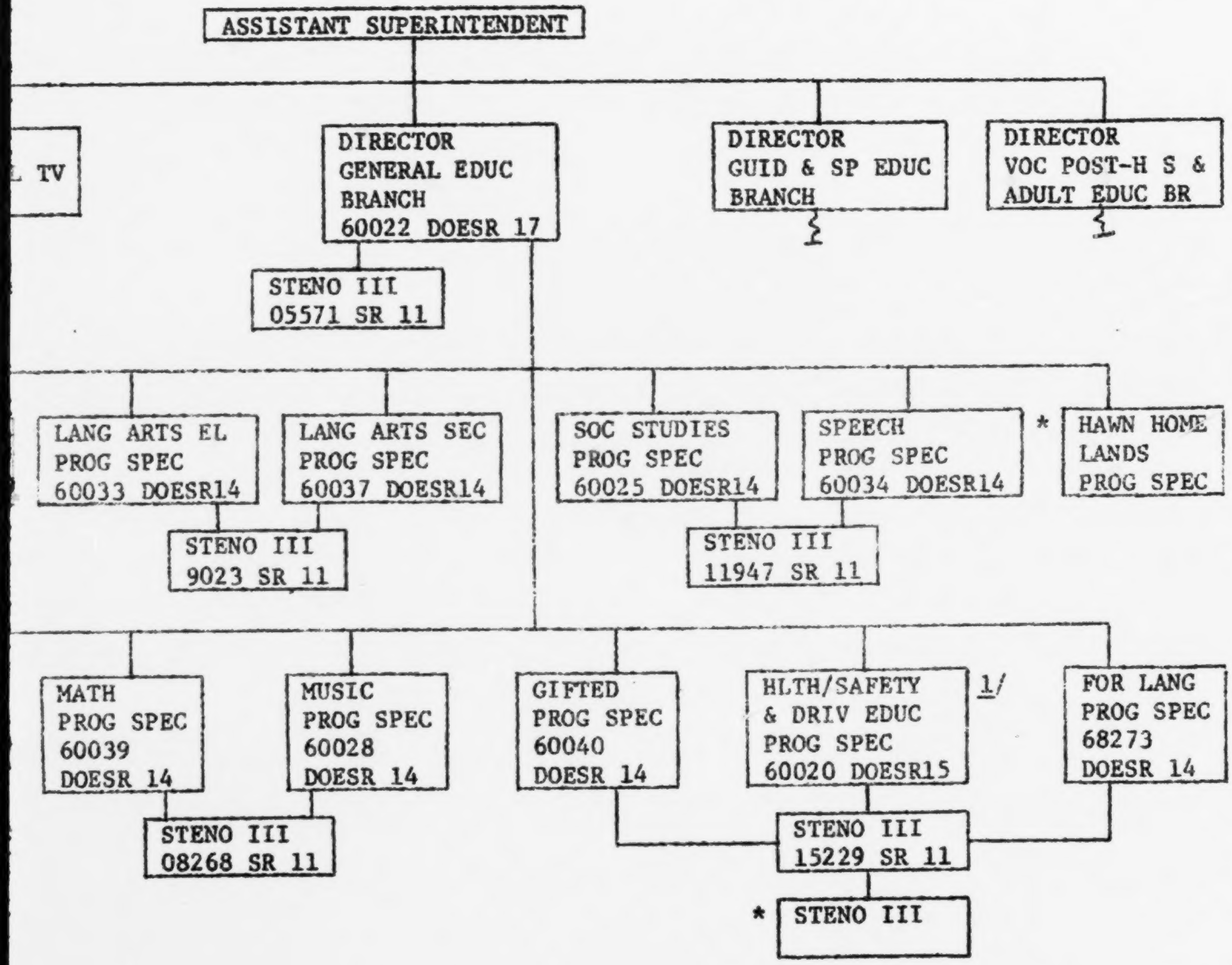
1/ SEC 38-34.5 AMENDED 1965
* POSITION VACANT

DECEMBER 1966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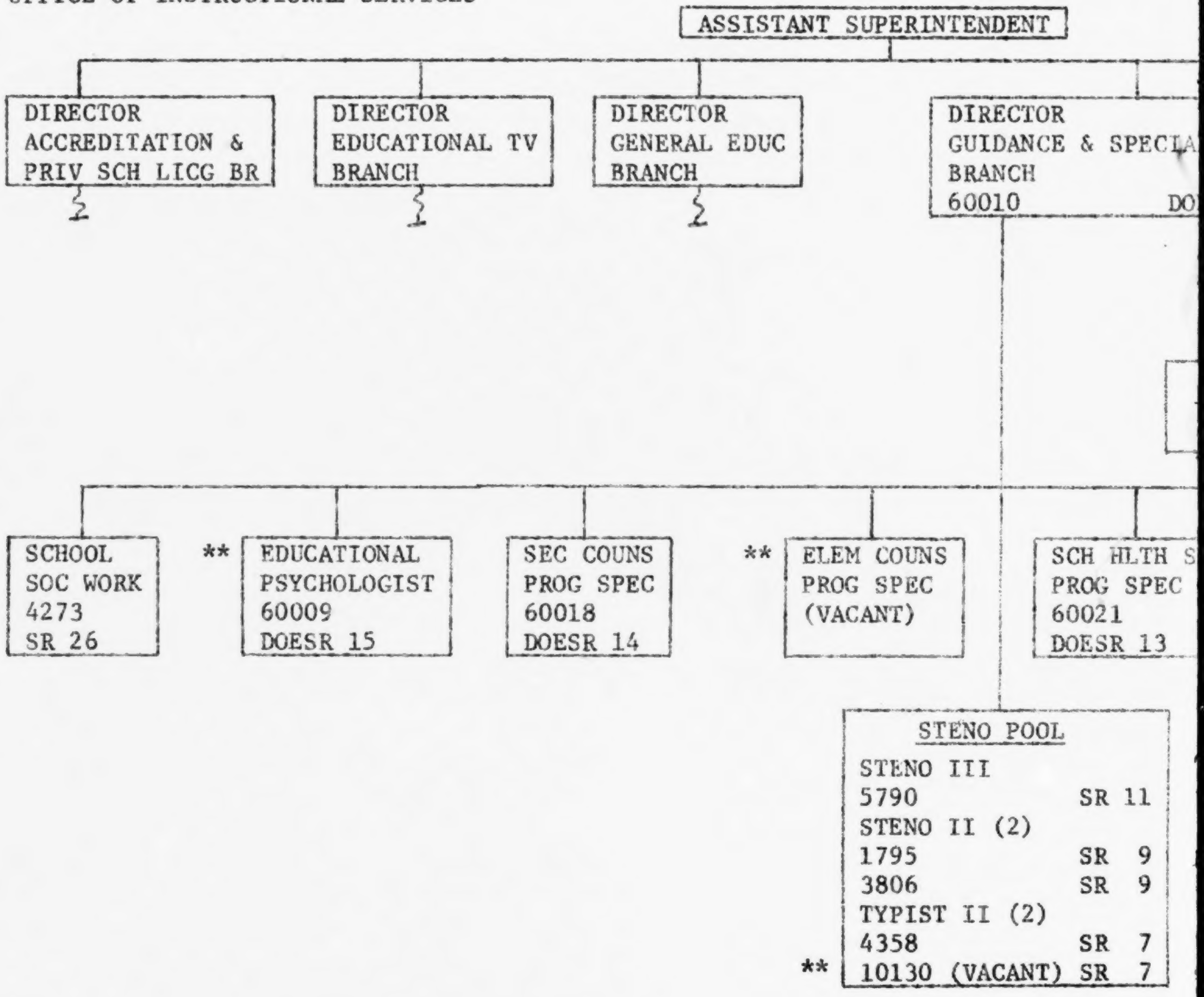
DEPARTMENT OF EDUCATION
OFFICE OF INSTRUCTIONAL SERVICES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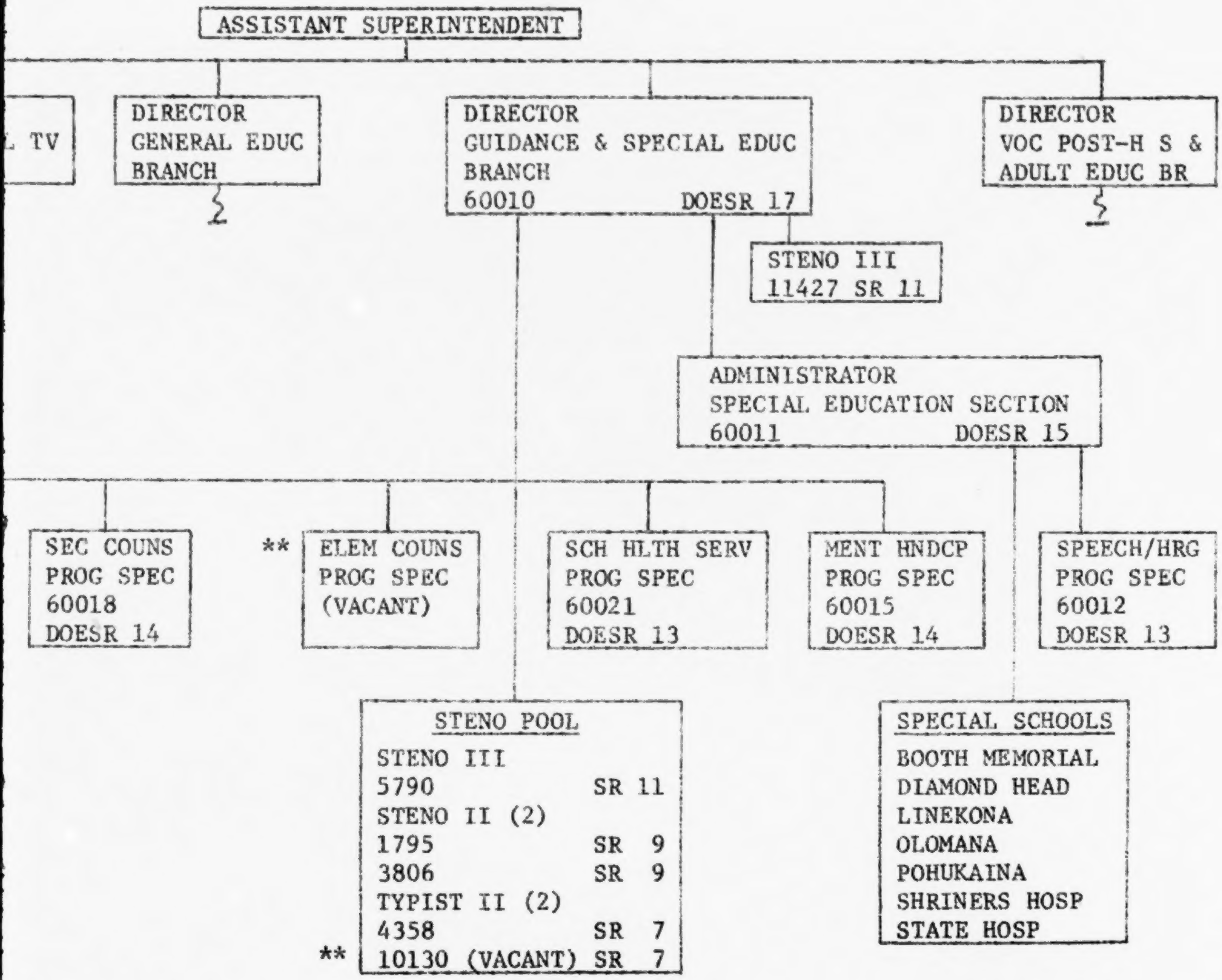
SCHOOL SOC WORK 4273 SR 26
** EDUCATIONAL PSYCHOLOGIST 60009 DOESR 15
SEC COUNS PROG SPEC 60018 DOESR 14
** ELEM COUNS PROG SPEC (VACANT)
SCH HLTH S PROG SPEC 60021 DOESR 13
STENO POOL
STENO III
5790 SR 11
STENO II (2)
1795 SR 9
3806 SR 9
TYPIST II (2)
4358 SR 7
** 10130 (VACANT) SR 7

NOTE: OAHU SCHOOL PSYCHOLOGIST POSITION
ON LOAN TO HONOLULU DISTRICT
60014 DOESR 15

** TITLE OR POSITION CHANGE

DECEMBER 1966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ADMINISTRATOR
SPECIAL EDUCATION SECTION
60011 DOESR 15
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PROG SPEC
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DOESR 14
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ELEM COUNS
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(VACANT)
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DOESR 14
SPEECH/HRG
PROG SPEC
60012
DOESR 13
STENO POOL
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STENO II (2)
1795 SR 9
3806 SR 9
TYPIST II (2)
4358 SR 7
** 10130 (VACANT) SR 7
SPECIAL SCHOOLS
BOOTH MEMORIAL
DIAMOND HEAD
LINEKONA
OLOMANA
POHUKAINA
SHRINERS HOSP
STATE HOSP

POSITION
ICT

STATE OF HAWAII
DEPARTMENT OF EDUCATION

OFFICE OF LIBRARY SERVICES

The Office of Library Services administers a statewide public libraries program and provides technical assistance to school library programs.

- Operates community-public libraries and renders a variety of local library services.
- Develops and maintains central library resource collections and provides statewide reference and bibliographical services.
- Provides a government publication depository and distribution service.
- Provides a variety of special library services including centralized processing, bookmobile, inter-library loans, library resources for the blind and visually handicapped, and others.
- Provides technical planning, standards development, training and evaluation services related to school library programs and instructional materials.
- Administers and reports on Federal Aid to public and school library programs.
- Participates in library facility planning; provides facility security, routine maintenance and janitorial up-keep of public library facilities.
- Coordinates with and provides consultative library services to State agencies.
- Maintains liaison and coordinates with municipal, State and Federal library resources, develops inter-agency exchange and resource procurement activities.

ADMINISTRATION AND OPERATIONS BRANCH

Plans, develops and provides a variety of fiscal, personnel, public information, administrative, facility maintenance, security and related support services within departmental guidelines and standards. Assists in planning and developing management improvement programs. Participates in library facility planning.

Public Information Section

- Provides technical assistance in planning and conducting mass media informational activities, such as preparing and disseminating news releases and informational bulletins.
- Directs the preparation, publication and distribution of catalogues, brochures and other printed matter for public use.
- Assists in planning and coordinating special events and cultural activities.

Business Section

- Assists in preparing and compiling budget estimates; carries out budget controls as directed.
- Collects, maintains and evaluates cost and operational data.
- Compiles and prepares financial reports.
- Processes invoices and obligations for payment; maintains appropriate fiscal records.
- Coordinates purchasing and property inventory control activities of the division.
- Provides clerical, duplicating, messenger and other central administrative services.
- Provides central circulation and other routine operational services to the State Library.

Security and Maintenance Section

- Provides security services for the State Library facility and other libraries as needed.
- Maintains the premises of all library facilities on Oahu.
- Provides carpentry repair services and makes minor renovations, such as shelving, as needed.

PUBLIC LIBRARIES BRANCH

Plans, develops and provides local library services through the operation of community public libraries located throughout the State.

Hawaii Public Library Section

Oahu Public Library Section

Maui Public Library Section

Kauai Public Library Section

Provides and coordinates a variety of local public library services within the respective counties.

- Develops, organizes and maintains collections of printed and audio-visual materials.
- Provides lending, reference and bibliographical services to library patrons.
- Conducts special programs, arranges displays and provides other reader services to stimulate interest in and use of available local library resources.
- Provides bookmobile services to areas not directly serviced by existing library facilities.

SCHOOL LIBRARIES AND INSTRUCTIONAL MATERIAL BRANCH

Performs as the central departmental resource in the planning and developing of school library programs; coordinates the development, acquisition and distribution of instructional materials and resources.

School Libraries Section

- Develops standards and assists in the establishment and evaluation of school library services; participates in long-range planning for school library programs and related educational media.
- Evaluates or arranges for the evaluation of library materials; cooperates with curriculum specialists in the selection, acquisition and distribution of school library resources.
- Plans for and coordinates with public libraries to maximize use of bookmobile services and local library facility services.
- Assists in evaluating the qualifications and placement of school library personnel; conducts or arranges for in-service training of school librarians.
- Provides consultative services to schools to assist them in improving their library services.

Educational Audio-Visual Section

- Participates in the plan, development and evaluate printed and audio-visual resources and instructional aids for use in public schools in cooperation with curriculum specialists; assists in the selection, acquisition and distribution of such resources.

- Provides technical assistance in preparing instructional material.

- Sets standards and promotes the proper use of audio-visual equipment and other instructional aids; assists in audio-visual and related training activities.

- Stores, maintains and distributes films, filmstrips, slides and other audio-visual aids.

- Informs educational units as to teaching material available for purchase or loan.

- Maintains liaison with public and private organizations on matters concerning the development, acquisition, maintenance and use of instructional materials.

Educational Technologies and Production

- Provides consultant services relating to the organization and development of a system of Production Centers designed to meet the local needs of schools and of districts throughout the State.

- Coordinates and provides technical assistance with the other sections of the branch in providing assistance in utilization of materials by participating in selection of personnel, development of materials and research reports for media and instructional techniques, planning of media and production institutes for school and district personnel, and provides consultant help on use of new media and technology as it develops and expands.

- Participates in State planning with professional groups in the areas related to Educational Technology and Production.

- Participates in planning and designing of Education, Technology and Production facilities.

- Participates in the planning, development and evaluating printed and audio-visual resources and instructional aids for use in public school in cooperation with curriculum specialist; assist in the selection, acquisition, distribution and particularly the creation of such resource.

- Programs innovative systems of technology and production with a view to adoption and dissemination to schools.

STATE LIBRARY BRANCH

Plans, develops, coordinates and provides a variety of centralized and specialized statewide library services in support of community library and school library programs. Develops and maintains the basic resource and reference collection for the library system. Coordinates inter-agency and inter-jurisdictional library resource services.

Audio-Visual Section

Maintains and makes available collections of films and other audio-visual forms of communication for use by the general public.

Library for the Blind Section

Produces, maintains and makes available specialized library collections for use by blind and visually handicapped persons.

- Transcribes books, magazines, etc., into talking books, braille, large print materials, tapes and other reproductions in accordance with the standards of the Library of Congress and the American Printing House for the Blind.
- Provides lending services and coordinates the exchange of materials with other libraries for the blind.
- Serves as the regional library for the blind for outlying Pacific islands.

State Department Libraries Section

Procures, distributes and maintains a collection of government publications for reference and research purposes; provides consultative library services to other State agencies.

- Distributes copies and maintains a collection of State Government and local government publications.
- Procures and makes available publications from other state governments; serves as a regional resource for U. S. Government publications.
- Provides consultative services to agencies of the Hawaii State Government in organizing their departmental resource libraries; assists in integrating such collections into the State Library as desirable.

Adult Book Selection Section

Coordinates, on a statewide basis, the selection of adult books for all public libraries and the State Library.

- Compiles suggested book selections from the various public libraries and the State Library and coordinates the interchange of bibliographical information.
- Develops bibliographical listings and other selection guides.
- Verifies pertinent information of selected titles; determines whether selected titles are already available in the State Library System; forwards titles selected for order processing.

Bibliographical and Research Section

Develops and maintains basic library collections, and provides general and special library reference services in all fields other than children and young adult subjects; assists library patrons in the use of library resources; provides inter-library loan and information exchange services; participates in the selection and development of library collections.

General Reference and Information Unit

Art, Music and Recreation Unit

Hawaii and Pacific Unit

Philosophy, Religion & Education Unit

Business, Science & Technology Unit

(Each unit provides the foregoing services in its subject specialty.)

Juvenile and Young Adult Section

Develops and maintains the basic library collection for children and young adults; coordinates with the School Libraries and Instructional Materials Branch in selecting titles; arranges library orientation tours for student groups; assists patrons in the use of library resources; provides inter-library loan services.

Children's Unit: Provides the above services through the eighth grade level.

Young Adult Unit: Provides the above services from the ninth grade through the high school level.

Institutional Library Service Section

Coordinates a clear and continuing official relationship between State agencies and libraries within the institutions which the State maintains for its health, welfare and correctional program. Participates in the initial development of institutional libraries and provides on-going consultant help. Develops standards to be maintained for the State as devised from official library standards for hospitals, schools and correctional institutions adjusted to the specific purposes of each agency.

Interlibrary Loan Section

Coordinates, plans and developes interlibrary loan network within the state and interstate network including central records of holdings, bibliographies and indexes of State materials, rapid communication systems among libraries to facilitate location of needed information and resources, and duplication equipment for supplying copies of material that cannot be furnished by interlibrary loan. Participates in and provides consultant services for the development of reference, bibliographic and interlibrary loan service to stand behind community and regional libraries.

Central Processing and Technical Services Branch

Provides consolidated ordering, cataloguing, preparations and bindery services for all public and school libraries in the State Library System.

Order Section: Compiles and orders selected titles of books and other library materials; verifies receipt of orders; maintains records of orders.

Cataloguing Section: Catalogues and classifies library materials; prepares catalogue and book cards; maintains the master catalogue and records of titles processed.

Preparations Section: Prepares books and other materials for distribution.

Bindery Section: Mends and repairs books for the State Library and libraries of the Oahu Public Library Section; prepares books for shipment to commercial binderies.

Printing Section: Prints catalogue cards, buying lists and other printed library materials for distribution to all public and school libraries.

LSCA

Plan Section Number 1.4

State Hawaii

Fiscal Year 1967

1.4 Personnel.

1.41 Qualifications.

Listed below are the minimum qualification requirements under the State's merit system for the Librarian II, III and IV classes which reflect the entry, fully competent and first line supervisory levels respectively. The Librarian V through VIII classes that also exist in the State's compensation plan require similar minimum qualifications as those of lower levels but generally requiring more years of service in more complex positions involving supervisory and administrative responsibilities.

Minimum Qualification Requirements: Applicants for all levels of work must meet one of the requirements specified in A, B, or C below:

A. A master's degree or satisfactory completion of all the coursework leading to the master's degree in library science from an accredited college or university except for the thesis and/or comprehensive qualifying examination.

B. A bachelor's degree or certificate from an accredited college or university which was awarded for satisfactory completion of a five-year program of study in library science and which included at least one year of graduate-level courses in library science. Such study must have been completed subsequent to the completion of all work for a bachelor's degree.

C. Any combination of a total of five years of college level education, training, and progressively responsible library experience which establishes conclusively that the applicant possesses basic knowledges and understanding of the theories, principles, techniques, practices, terminology, and expressions of professional library sciences; a knowledge of literature resources and other knowledges and abilities essential for providing effective library services. Under this provision:

1. Applicants must pass a subject-matter test in library science.

1.41 Qualifications (Continued-2)

2. If the applicant qualifies on the basis of a college level education, he must have had at least 1 year of library experience comparable in difficulty and responsibility to that of a level IV (or higher level) library technician in the State service.

3. If applicant qualifies on the basis of experience alone with no college level education or training, he must have had at least two years of library experience comparable in difficulty and responsibility to that of a level VI (or higher level) library technician in the State service.

4. The applicant may qualify under any time and quality equivalent combinations of the requirements shown in paragraphs 2 and 3.

5. For the purpose of evaluating education, a full year of study is defined as a minimum of 30 semester hours credits (or equivalent). Specialized training, e.g. training at a school for library technicians or through "in-house" courses, will be allowed appropriate credit depending upon its applicability and extent.

In addition to the requirements prescribed above, applicants for Librarian positions must have further experience as described below:

Librarian II:	None
Librarian III:	One year of progressively responsible professional library work experience.
Librarian IV:	Two years of progressively responsible professional library experience of which one year must have been comparable to a fully competent professional librarian or level III in the State service. Applicants for these positions must possess experience in which there was evidence of the ability to perform the most difficult and complex assignments independently. In addition, some positions may require that applicants must have shown the ability and potential to supervise others.

1.41 Qualifications (Continued-3)

Substitutions: Possession of a PhD. in library science may be substituted for two years of professional library work experience.

Salary: Employment is normally at the minimum step of the salary range with five annual increments with satisfactory service. If persons are not available at the minimum rate, employment may be at any step up to the maximum rate that is satisfactory with the applicant and the employing agency. A person employed at a step above the minimum rate is not eligible for the annual increment until such time as his pay would be so increased had he been appointed at the minimum rate. If other applicants should indicate that they are available at a lower rate than that received by the employee who was hired above the minimum, such employee must accept the salary appropriate to his years of service or be displaced by the other applicants.

Minimum and Maximum Monthly Salary Rates:
II - $504 - $643 III - $583 - $744 IV - $675 - $861

Examination: These positions are in the merit or civil service system which requires applicants to meet the minimum qualification and other public employment requirements and to qualify on a competitive examination before they may be considered for employment. Applicants for levels II and III will not be required to qualify on a written examination if they meet the educational requirements specified in A or B above. However, applicants for level IV will be required to qualify on a Supervisory Judgment Test.

Applicants for all levels who do not meet the educational requirements specified in A or B above but who qualify on the basis of C must qualify on a subject-matter test in library science. The written test is designed to measure the candidate's knowledge of the fundamentals underlying professional library science and his understandings of its methods and techniques and their applications to effective library science. In addition, applicants for level IV will be required to qualify on the Supervisory Judgment Test.

Arrangements can be made to have the written and supervisory judgment tests administered by a civil service agency or educational institution nearest your place of residence.

1.41 Qualifications (Continued-4).

Referral for Employment. After qualifying, eligibles will be referred to the employing agency in the order of their standing on the list of eligibles based on their examination grade and in accordance with their availability. Those not immediately employed will have their names kept on the list of eligibles for at least one year for future referrals and employment consideration. Some positions may require the knowledge of particular methods within a functional area. For such positions, applicants may be required to possess the pertinent specialized experience and knowledge required to perform the duties of the position.

Citizenship and Residence. Applicants must be citizens of the United States and residents of Hawaii for three years immediately prior to filing applications. The residence requirement is being waived because of the insufficient number of qualified residents for the vacancies.

1.42 Educational or training programs.

It is not planned to have educational or training programs which will involve salaries, tuition or other payments for personnel of the State agency and/or personnel participating under the State plan for libraries. Workshops, in-service and out-service projects of short duration will be conducted to contribute to the furtherance of better library service. This educational training will be for those employed under the plan.

Assurance is given that employees involved in in-service and out-service projects will utilize such training for the benefit of the State agency and/or libraries participating in activities under the plan. If there be failure to perform, absent good cause therefor as determined by the Commissioner, there will be proportionate reimbursement to the United States Office of Education for Federal participation in such educational training.

LSCA

Plan Section Number 1.5

State Hawaii

Fiscal Year 1967

1.5 Custody of funds.

1.51 Receipt and safeguarding of Federal funds.

The legal title and official address of the State treasurer who will receive and provide for the proper safeguarding of all Federal funds is:

Director of Finance
State Office Building
Honolulu, Hawaii 96813

1.52 Use of Federal funds.

All Federal funds received under the Act will be expended solely for the purposes for which granted and any such funds not so expended, including funds lost or diverted to other purposes, shall be paid to the U. S. Office of Education.

1.6 Disbursement of funds.

1.61 Basis of disbursement of funds.

Funds will be disbursed on an advance prior to expenditure of funds. No local agencies are involved.

1.62 Title of disbursing officer.

The Comptroller, Department of Accounting and General Services, certifies the payment of funds for disbursement after notification by the Office of Library Services and the Business Office of the Department of Education.

The Office of Library Services is responsible for all disbursement of funds under the approved plan. There are no local officials involved in Hawaii since there is one entire library system.

Refer to attached (Revised Laws of Hawaii, 1965 Supplement, Section 14A-13) which cites the legal authority of the State Director of Finance to receive and disburse Federal funds.

The State Librarian, the Administrative Director, and the Directors of the State Library Branch, Public Libraries Branch or Centralized Processing Branch of the Office of Library Services will requisition and approve expenditures of any funds under the approved State plan upon notification of approval by the Department of Health, Education, and Welfare.

ferred to the department of accounting and general services established by this chapter. [L. Sp. 1959, 2d, c. 1, s. 12; am. L. 1963, c. 77, s. 2.]

Effectuation: Ex. O. 12, January 26, 1960.

Comptroller's salary. § 4A-2.

L. 1963 added "establish and manage motor pools" in second par.

[§ 14A-12.] Department of the attorney general. The department of the attorney general shall be headed by a single executive to be known as the attorney general.

The department shall administer and render state legal services, including furnishing of written legal opinions to the governor, legislature and such state departments and officers as the governor may direct; represent the State in all civil actions in which the State is a party; approve as to legality and form all documents relating to the acquisition of any land or interest in lands by the State; and, unless otherwise provided by law, prosecute cases involving violations of state laws and cases involving agreements, uniform laws or other matters which are enforceable in the courts of the State. The attorney general shall be charged with such other duties and have such authority as heretofore provided by common law or statute.

The attorney general is hereby designated the consumer counsel for the State and shall represent and protect the State, the respective counties, and the general public as consumers. The consumer counsel shall investigate reported or suspected violations of laws enacted, and rules and regulations promulgated, for the purpose of consumer protection and shall enforce such laws, rules and regulations.

There shall be within the department of the attorney general a commission to be known as the commission to promote uniform legislation which shall sit in an advisory capacity to the attorney general and to the legislature on matters relating to the promotion of uniform legislation. The composition of the commission shall be as heretofore provided for the commission to promote uniform legislation existing immediately prior to [November 25, 1959].

The commission on subversive activities is hereby placed within the department of the attorney general for administrative purposes. The functions, duties and powers, subject to the administrative control of the attorney general, and the composition of the commission shall be as heretofore provided by law; provided, that the reports of the commission shall be transmitted through the attorney general who may append his remarks thereto.

The functions and authority heretofore exercised by the attorney general, high sheriff and the commission to promote uniform legislation as heretofore constituted are hereby transferred to the department of the attorney general established by this chapter. [L. Sp. 1959, 2d, c. 1, s. 13; am. L. 1965, c. 127, s. 1.]

"November 25, 1959", substituted for "the effective date of this Act"; but see § 41 of c. 1 set forth as note following § 14A-35.

Effectuation: Ex. O. 2, January 6, 1960.

Attorney general's salary. § 4A-2.

L. 1965 added third par.

[§ 14A-13.] Department of budget and finance. The department of budget and finance shall be headed by a single executive to be known as the director of finance.

The department shall undertake the preparation and execution of the executive budget of the state government; conduct a systematic and continuous review of the finances, organization and methods of each department of the State to assist each department in achieving the most effective expenditure of all public funds and to determine that such expenditures are in accordance with the budget laws and controls in force; have custody of state funds and be responsible for the safekeeping, management, investment and disbursement thereof; and administer state debts.

The functions and authority heretofore exercised by the bureau of the budget (except for insurance management, surplus property management and central purchasing transferred to the department of accounting and general services) and the commission on children and youth, and the funds custody, cash management, debt management and administering of veterans loan functions of the treasurer as heretofore constituted are hereby transferred to the department of budget and finance established by this chapter.

There shall be within the department of budget and finance a commission to be known as the commission on children and youth which shall sit in an advisory capacity to the director of finance and the legislature on matters set forth in section 334-2. The composition of the commission shall be as heretofore provided for the commission on children and youth existing immediately prior to [November 25, 1959].

The employees' retirement system as constituted by chapter 6 is hereby placed within the department of budget and finance for administrative purposes. The functions, duties and powers, subject to the administrative control of the director of finance, and the composition of the board of trustees of the employees' retirement system shall be as heretofore provided by law. [L. Sp. 1959, 2d. c. 1, s. 14; am. L. 1963, c. 114, s. 2.]

"November 25, 1959", substituted for "the effective date of this Act"; but see § 41 of c. 1 set forth as note following § 14A-35.

Effectuation: Ex. O. 7, January 19, 1960.

Director's salary. § 4A-2.

L. 1963 substituted "department of budget and finance" for "department of budget and review".

[§ 14A-14.] Department of regulatory agencies. The department of regulatory agencies shall be headed by a single executive to be known as the director of regulatory agencies.

The department shall protect the interests of consumers, depositors and investors throughout the State. It shall set standards and enforce all laws, rules and regulations governing the licensing

LSCA

Plan Section Number 1.7

State Hawaii

Fiscal Year 1967

1.7 State fiscal control and accounting procedures.

1.71 Description.

The Comptroller of the Department of Accounting and General Services is the general accounting officer of the State and maintains in his office complete accounting records of all agencies of the State. Warrants are drawn on available funds by the Comptroller. The Department of Budget and Finance is the depository for all government moneys, State as well as Federal funds.

Obligations not in excess of $4,000 are incurred on agency purchase orders. Bills are vouchered by the agency and cleared to the State Comptroller for audit and issuance of warrants in payment. Expenditures over $4,000, with certain exemptions are made on formal contract executed, after advertisement for competitive bids.

Federal funds will be deposited with the Department of Budget and Finance. No interest will be earned.

1.72 Accounting basis and authority.

The following fiscal terms used in State fiscal regulations and practice, are defined and interpreted as follows:

Encumbrance means: An obligation in the form of a purchase order contract or salary commitment for which a part of an appropriation has been reserved.

Obligation means: A liability or encumbrance legally required to be met out of reserves.

Disbursement means: Payment in cash.

Expenditure means: Total charges incurred, whether paid or unpaid.

State accounting practice provides that Federal Funds will lapse if not encumbered during fiscal year in which funds were allocated.

Wednesday in December next following their election, at two o'clock in the afternoon. [L. Sp. 1959, 1st, c. 9, pt. of s. 1(i).]

§ 11–220. Filling vacancies of presidential electors. In case of the death or absence of any elector chosen, or if the number of electors is deficient for any other reason, the vacancy or vacancies shall be filled by the alternates in the order of their numerical designation for their respective electors causing the vacancy or vacancies, and in the event that vacancy or vacancies still exist, then the electors present shall select from the members of the same political party as many persons as will supply the deficiency. Certificates for the alternates or substitutes as presidential electors shall be issued by the governor. [L. Sp. 1959, 1st, c. 9, pt. of s. 1(i).]

§ 11–221. Convening and voting for president and vice president; party vote. The electors, when convened, if both candidates are alive, shall vote by ballot for that person for president and that person for vice president of the United States, who are, respectively, the candidates of the political party which they represent, one of whom, at least, is not an inhabitant of this State. [L. Sp. 1959, 1st, c. 9, pt. of s. 1(i).]

§ 11–222. Naming persons voted for in ballots, separate ballots. The electors shall name in their ballots the person voted for as president, and in separate ballots the person voted for as vice president. [L. Sp. 1959, 1st, c. 9, pt. of s. 1(i).]

§ 11–223. Lists of persons voted for and number of votes, certification, transmission to president of the senate. The electors shall separately list the persons voted for as president and as vice president, respectively, and the number of votes for each, which lists they shall sign, certify, seal, and transmit by mail, one copy to the seat of the government of the United States, directed to the president of the senate of the United States, and make such other disposition of the lists as required by law. [L. Sp. 1959, 1st, c. 9, pt. of s. 1(i).]

§ 11–224. Compensation and mileage of electors, amounts. Each presidential elector shall receive fifty dollars for his services, plus the reasonable cost of transportation from his voting residence in the State of Hawaii to the state capital and return. Their accounts shall be certified to by the lieutenant governor, and audited by the state comptroller, and shall be payable out of the general fund. [L. Sp. 1959, 1st, c. 9, pt. of s. 1(i).]

CHAPTER 12

FEDERAL AID

§ 12–1. Definitions.

Extent of political activity by state employees subject to Federal Hatch Act. Att. Gen. Op. 64–46.

§ 12–5. Conflict between federal and state requirements.

Conflict in specific cases. See L. 1959, c. 265, s. 20; L. 1961, c. 184, s. 29.

§ 12–6. Treasury as depository; duties of comptroller. All federal-aid moneys received by the State, except as otherwise provided for by the federal government, shall be deposited with the [director of finance] and shall be disbursed upon warrants drawn by the comptroller of the State supported by vouchers approved by the board, commission, department or officer having charge of the expenditure of such moneys by virtue of the plan, agreement or arrangement entered into or made with the proper federal agency.

The comptroller may prescribe and maintain such system of accounts and accounting as may be required by the federal government, or any agency thereof, in carrying out the objects and purposes of the plan, agreement or arrangement. [L. 1939, c. 196, s. 3; R.L. 1945, s. 404; R.L. 1955, s. 12–6; am. L. 1957, c. 152, s. 1.]

"Director of finance" substituted for "treasurer of the State". § 14A–13.

L. 1957 substituted "comptroller" for "auditor".

Sections 12–7 to 12–9, formerly §§ 407, 408 and 409 of the Revised Laws of Hawaii 1945, repealed by L. 1957, c. 182, s. 1. The following §§ 12–7 to 12–9 are new as added by c. 182.

§ 12–7 (new). State agency for surplus property. There is hereby created and established a state agency for surplus property hereafter called the "agency," which shall be administered by a surplus property director and be subject to the direction of the [comptroller].

The [comptroller] shall appoint and prescribe the duties of a surplus property director and other personnel pursuant to the provisions of chapters 3 and 4. [L. 1957, c. 182, pt. of s. 1.]

"Comptroller" substituted for "director of the bureau of the budget". § 14A–11.

§ 12–8 (new). Authority and duties of the agency. The agency may:

(a) acquire from the United States under and in conformance with the provisions of section 203 (j) of the Federal Property and Administrative Services Act of 1949, as amended, hereinafter referred to as the "Federal Act," such personal property under the control of any department or agency of the United States as may be usable and necessary for purposes of education, public health or civil defense, including research for any such purpose, and for such other purposes as may now or hereafter be authorized by federal law; warehouse such property; and distribute such property within the State to the following agencies, hereafter referred to as "donee agencies":

(1) tax-supported medical institutions, hospitals, clinics, health centers, school systems, schools, colleges, and universities within the State, and to nonprofit medical institutions, hospitals, clinics, health centers, schools, colleges and universities which are exempt from taxation under section 501 (c) (3) of the United States Internal Revenue Code of 1954;

(2) civil defense organizations of the State or any of its political subdivisions; and

(3) such other types of institutions or activi-

with the concept of flexibility under lump-sum appropriation. Its removal would allow the department to readily adapt its emphasis and priorities to better accommodate program needs. The department, however, is cautioned not to use this newly granted flexibility to increase the position count of the department by wholesale use of general fund appropriations; but, rather, it should be used as a means of adjusting its staffing according to the carefully considered needs of departmental programs. Your Committee expects the department to render a full report to the 1968 Legislature as to staffing adjustments made beyond the current service level, including the justifications for actions taken.

→ 2. Removal of Annual Lapsing.

Present statutes stipulate that, unless otherwise provided for by law, funds remaining unexpended and unencumbered at the close of the fiscal year for which they are appropriated shall lapse into the general revenues of the State. After careful consideration, your Committee believes that for fiscal year 1967-1968, the department should be accorded the privilege, heretofore used for CIP projects, to carry over unexpended funds from one fiscal year into the next. Your Committee finds that the lapsing of funds has tended to lead to economic waste at the expense of sound fiscal planning. Your Committee, therefore, has amended the bill to provide for the non-lapsing of funds so that the department can, and be expected to, carefully plan its program expenditures unhampered by the pressure of time. Your Committee, however, expects the department to report to the 1968 Legislature on programs and plans for the use of such funds which it expects to carry over to the next fiscal year; and, further, to account to the Legislature on the actual use of such funds.

3. Acceptance of Federal Funds on a Matching Basis.

The department has heretofore been restricted from accepting federal financial assistance which requires State matching funds unless specifically approved by the Legislature. The Committee regards this restriction as inconsistent with the administrative flexibility sought by lump-sum budgeting.

LSCA

Plan Section Number 1.73

State Hawaii

Fiscal Year 1967

1.73 Assurance of Adequacy of records. The Official State accounts showing receipts and disbursements under the approved State plan will be maintained by the Business Office of the Department of Education and will be accurate to permit for adequate expeditious audit.

1.74 Location and availability of records. The various fiscal documents which will verify the information shown in the official State accounts will be located in the Department of Education, Office of Business Services and the Department of Accounting and General Services, and will be available for program review and audit.

1.75 Audit of expenditures. The accounts of the Office of Library Services, Department of Education are audited by State auditors. Complete audits are made every two years and copies of such audits are available in the Business Office of the Department of Education. Annual reports to fulfill regulation no. 130.89 will be prepared each year. Pre-audits and post-audits of the financial accounts of the Office of Library Services are continuous in the Office of the Comptroller, Department of Accounting and General Services. (See attached law). There are no local participating agencies.

1.76 Fiscal control and accounting procedures. The fiscal years for State units participating in the plan are as follows:

State: July 1, 1966-June 30, 1967. Participating
local units: none.

Hawaii State law or regulation provides as follows with regard to allocation of expenditures to different fiscal years when obligations carry from one fiscal year to another:

State: law provides that obligations may be carried forward.

State accounts are on an obligation basis

All construction projects are State Agency buildings, belonging to the State system, so the fiscal and accounting procedures described in Section 1.71 and 1.72 are applicable.

[§ 14A-9.] Repealed. L. 1963, c. 2, s. 1(c).

This section prescribed the functions of the department of planning and research that were transferred to the department of planning and economic development under section 14A-24. For reference purposes the section is reproduced.

[§ 14A-9.] Department of planning and research. The department of planning and research shall be headed by a single executive to be known as the director of planning.

The department shall plan for the optimum use of the human and natural resources of the State. It shall plan for the development of the economy of the State and, as instructed by the governor, shall present such plans to the governor and to the legislature. In its planning and as a service to other departments of the State, the department shall collate factual data relating to the people, resources, needs and development of the State. The department shall prescribe a standardized statistical reporting system.

The functions and authority heretofore exercised by the planning office created by chapter 98F (except the tourism development function transferred to the department of economic development), the Hawaii development council and the research functions of the economic planning and coordination authority as heretofore constituted are hereby transferred to the department of planning and research established by this chapter. [L. Sp. 1959, 2d, c. 1, s. 10.]

[§ 14A-10.] Department of personnel services. The department of personnel services shall be headed by a single executive to be known as the director of personnel services.

The director shall be a person who (a) has had, during the nine years next preceding his appointment, experience in business or public administration, five of which must have been in public personnel management, (b) has graduated from a recognized college or university with specialization in public administration, political science, economics, business administration, or a related field, and (c) is in sympathy with the principles of the merit system.

The director shall have the authority to prescribe rules and regulations as heretofore exercised by the civil service commission. Whenever consistent with economic and efficient administration, the director may delegate any of the duties imposed upon him by chapter 3 or chapter 4 to the department heads, or any of them, in accordance with standards and procedures issued by him. The director shall institute and maintain a system of inspection to determine that the personnel laws are applied and administered by the departments in a manner consistent with the purposes and provisions of the civil service law. Whenever an inspection indicates failure on the part of a department to comply with established policies, regulations and standards, the director shall take such action as may be appropriate, including suspension or revocation of any delegation of his authority.

The department shall administer the state personnel program, including personnel development and training, and such central personnel services as recruitment, examination, position classification and pay administration for all departments.

There shall be within the department of personnel services a commission to be known as the civil service commission which shall sit as an appellate body on matters within the jurisdiction of the department of personnel services. The commission shall consist of seven members, one from each county and three at large. At least one member of the commission shall be selected from among persons employed in private industry in skilled or unskilled laboring positions as distinguished from executive or professional positions. The functions, duties and powers of the commission with respect to appeals shall be as heretofore provided by law for the civil service commission and for the loyalty board existing immediately prior to [November 25, 1959].

The functions and authority heretofore exercised by the department of civil service and loyalty board as heretofore constituted are hereby transferred to the department of personnel services established by this chapter.

Nothing contained in this section shall be construed as in any manner affecting the civil service laws applicable to the several counties which shall remain the same as if this chapter had not been enacted. [L. Sp. 1959, 2d, c. 1, s. 11; am. L. 1965, c. 206, s. 1.]

"November 25, 1959" substituted for "the effective date of this Act"; but see § 41 of c. 1 set forth as note following § 14A-35.

Effectuation: Ex. O. 5, January 13, 1960.

Director's salary. § 4A-2.

L. 1965 amended third par.

[§ 14A-11.] Department of accounting and general services. The department of accounting and general services shall be headed by a single executive to be known as the comptroller.

The department shall pre-audit and conduct after-the-fact audits of the financial accounts of all state departments to determine the legality of expenditures and the accuracy of accounts; report to the governor and to each regular session of the legislature as to the finances of each department of the State; manage the inventory, equipment, surplus property, insurance and centralized purchasing programs of the State; establish and manage motor pools; manage the preservation and disposal of all records of the State; undertake the program of centralized engineering services, including operation and maintenance of public buildings, for departments of the State; undertake the functions of the territorial or state surveyor; perform the function of data processing; and establish, analyze and enforce accounting and internal control systems.

The Kamehameha day celebration commission is hereby placed within the department of accounting and general services for administrative purposes. The functions, duties and powers, subject to the administrative control of the comptroller, and the composition of the commission shall be as heretofore provided by law.

The functions and authority heretofore exercised by the comptroller, board of commissioners of public archives, the archivist, the disposal committee, and the insurance management, surplus property management and central purchasing functions of the bureau of the budget and the nonhighway functions of the department of public works as heretofore constituted are hereby trans-

LSCA

Plan Section Number 1.8

State Hawaii

Fiscal Year 1967

1.8 Reports.

The Office of Library Services of the Department of Education, State of Hawaii, will make and submit to the Commissioner of Education the reports described in Section 130.89 of the Regulations; and will maintain records in support thereof as required under Section 130.85 of the Regulations.

1.9 Amendment.

The State plan for Library Services and Construction will be amended to reflect any material changes in the library programs provided for by such plan, any changes in pertinent State law, or any changes in the organization of, operations of, or policies and methods of administration to be followed by Office of Library Services, Department of Education, State of Hawaii, and that amendments will be submitted and certified in the same manner as the State plan.

LSCA

Plan Section Number 2.0

State Hawaii

Fiscal Year 1967

2.0 Public Library Services, Title I

2.1 Policies, methods and purposes.

It is certified that the method of administration permits the best use of funds and the maximum advantage in the further extension of all geographic areas equally.

Following are the general aims and policies which will in the judgment of the State library administrative agency assure the use of funds under the State plan to maximum advantage in the further extension of public library services to areas without such services or with inadequate services, including the criteria used to determine which areas are "without public library services" or have "inadequate services."

The General Aims and Policies of the State Plan for Libraries in Hawaii are to give every resident of the State equal and total library service. Equal and total library service is "adequate" library service. (See definitions for further explanation of adequate library service. Section 2.2)

General Program Goals of Hawaii State Library System.

Adequate public library service in the State Library and public libraries (community libraries) is determined by State and national library standards. In terms of funds, adequate support is considered to be $5.00 per capita per annum. Approved public library standards are those adopted (or as amended) by the State and national library association.

(Please note section under 2.2 (2) which states an inadequacy determination on $1.50 per capita book expenditure)

LSCA

Plan Section Number 2.1 (Continued-2)

State Hawaii

Fiscal Year 1967

2.1 Policies, methods and purposes (Continued-2)

The long range goals - program goals expected to be reached over a five year period - are as follows:

1. Consolidate the staff of the Division of Library Services, resources and equipment to effect closer coordination for more efficient operation.

2. Develop book and non-book collections and related equipment, quantitatively and qualitatively to meet general and special needs of all the library users.

    a. Provide public library collections of basic 10,000 volumes or 3 books per capita for community libraries, whichever is greater; and 100,000 volume collections for regional libraries; and 500,000 volumes for State library.

    b. Provide audio-visual materials (recordings, transparencies, tapes, slides, microfilm, films and micro-fiche, filmstrips) and vertical file materials - pamphlets, clippings, and pictures - to support library's programs and new technological devices.

3. Develop staff services, quantitatively and qualitatively to provide for the appropriate use of the collections, materials and equipment.

    a. Provide one staff member or portion thereof, exclusive of custodial, for every 20,000 books circulated annually in each agency plus one staff member or portion thereof for every 60,000 reference units of service rendered annually in each agency.

4. Design a twenty-year library plan for all libraries and construct workable five-year and one-year phases, realistically geared to move forward in balance to meet changes, needs and concepts.

LSCA

Plan Section Number 2.1 (Continued-3)

State Hawaii

Fiscal Year 1967

2.1 Policies, methods and purposes (continued-3)

Permit maximum statewide liaison in areas of business management, personnel management (including recruitment and in-service training programs), and develop research and comparative studies in areas of expenditure of funds, study work-flow efficiency of staff and staffing schedules, to effect maximum statewide coordination of Federal programs under Library Services and Construction Act.

To implement a statewide program of coordination of reference work (including state and government documents) and young adult and children's work for all public library agencies throughout the state; install data-fax equipment to provide for transmission and reception of interloan requests to and from State Library to all regional (county) headquarters.

To acquire equipment for new personnel added at the State Library and other equipment for the State Library.

To expand the library material program to add books, periodicals and microfilms to all libraries in the system to meet total library needs of residents throughout the State.

Purchase equipment at the Centralized Processing Center to expedite cataloging and preparation of books, periodicals and microfilm for all public libraries in the State.

Organize and schedule Hawaii's Governor's Conference on Libraries.

Develop and implement a student librarian program available for use by all public libraries in the State. This will be the first phase of a development which will lead to a future scholarship program.

LSCA

Plan Section Number 2.2

State Hawaii

Fiscal Year 1967

2.2 Priorities and criteria for improving public library services -

The criteria and priorities for improving public library services flows from the program goals listed in 2.1. Objectives and activities to be carried out include:

Continual review of organizational structure to assure coordination and continuity of programs. Tight coordination with State Educational Media system and programs under Elementary and Secondary Education Act and other Federal programs.

Development of adequate and enriched book collections to support libraries at various levels - State, regional, and community.

Continual enrichment of non-book library resources at all levels of the system including microfilm, microfiche, recorded tapes, transparencies, records, films, filmstrips, maps, pamphlets and pictures and other visuals.

Quick communications network for rapid exchange of information - refinement.

Rapid delivery service between all members of the system to eliminate present delays.

Improve system for interlibrary loans.

Photocopying service expanded to all regional units and libraries circulating over 100,000 per year.

Expand centralized cataloging and processing.

Increase centralized purchasing to help lower costs and increase discounts.

Develop union lists to facilitate access to bibliographic information particularly in area of Hawaiiana.

Increase preparation of book lists and bibliographies.

Expand in-service training programs for professional and clerical personnel.

2.2 Priorities and criteria for improving public library services - (Continued-2)

Initiate automated systems wherever applicable and economical.

Expedite exchange of duplicate books.

Central storage facilities to reduce costs of storing seldom-used materials.

Improve and review mechanism for displaying expensive or "special interest" books.

Rotating collections of expensive and "special interest" books.

Microfilming of Hawaiiana newspapers and materials.

Further exploration and development of the library's role in the "round-the-clock" education implementation - of designing that type of library service which is part of the "educational plaza" or "educational community center" especially in culturally deprived communities.

A major attempt in delineating and refining all library services will be made particularly in coordinating service activities with the State Educational Media System - tighter coordination of the "system within a system." This will permit reduction of unnecessary duplication. Better coordination and refinement of the interloan network of all libraries, public and private, and the establishment of a workable daily pattern of service. While funds under Title III of P.L. 89-511 will contribute to upgrading the interloan system, funds from Title I will contribute immeasurably to solidification of services already in operation. The following pages attempt to graphically recapitulate this concept.

The Services project for the State of Hawaii for fiscal year 1966 will be one project designed to support and upgrade the State Library Branch and the Public Library Branch according to principles enumerated in statement of "adequate library service" for the State of Hawaii.

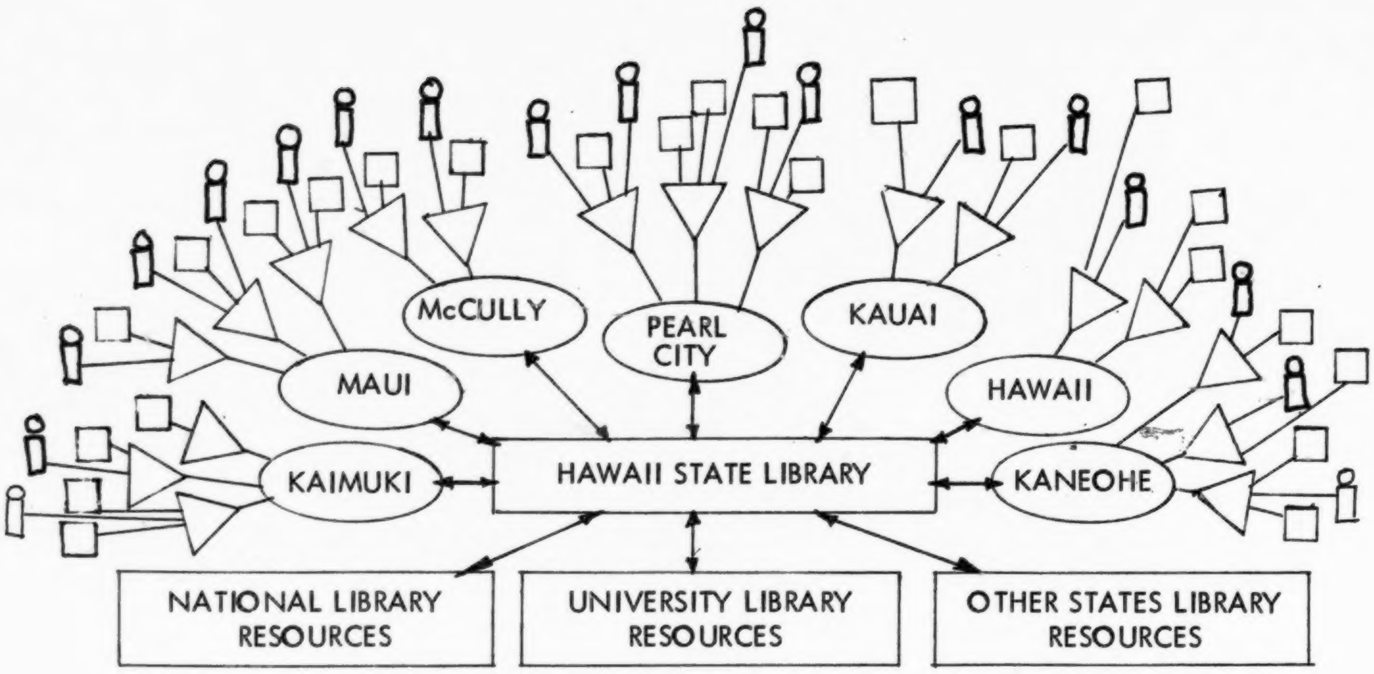
2.2 Priorities and criteria for improving public library services - (Continued-3)

ADEQUATE LIBRARY SERVICE: Adequate Library Service for the State of Hawaii means that:

1. Every resident of the State shall have free library service available through an outlet in his local community by a bookmobile, a deposit station, or a branch library.
2. Every resident of the State shall also have access through his local outlet to the full range of modern library facilities provided by the State and Federal library agencies.
3. The library outlet shall have sufficient resources to enable it to provide the most frequent requested material from its collection.
4. The local outlet should be as easy to reach and to use as the local shopping center.
5. Standards for services are those as recommended in Public Library Service: A Guide to Evaluation with Minimum Standards.
6. Adequate reference library service shall be understood to exist when 10% or less of reference transactions shall be satisfactorily completed. The reference and interloan network will help to create a 90% service factor in this area.

Inadequate library service exists when any of the following conditions is present:

1. Combined funds expended for staff in the public libraries branch and State Library branch allows a general statewide staffing schedule of one employee (including custodial personnel) for every 1,500 residents of the State. The last dicennial census shall be the basis for this computation.
2. Combined funds expended for books in the public libraries branch and State Library branch is less than $1.50 per capita on a statewide basis. The last dicennial census shall be the basis for this computation.


McCULLY
PEARL CITY
KAUAI
MAUI
HAWAII
KAIMUKI
HAWAII STATE LIBRARY
KANEOHE
NATIONAL LIBRARY RESOURCES
UNIVERSITY LIBRARY RESOURCES
OTHER STATES LIBRARY RESOURCES

THE STRUCTURE OF THE COOPERATIVE SYSTEM IN HAWAII

THROUGHOUT the State, readers have access to full public library services at these levels of operation.

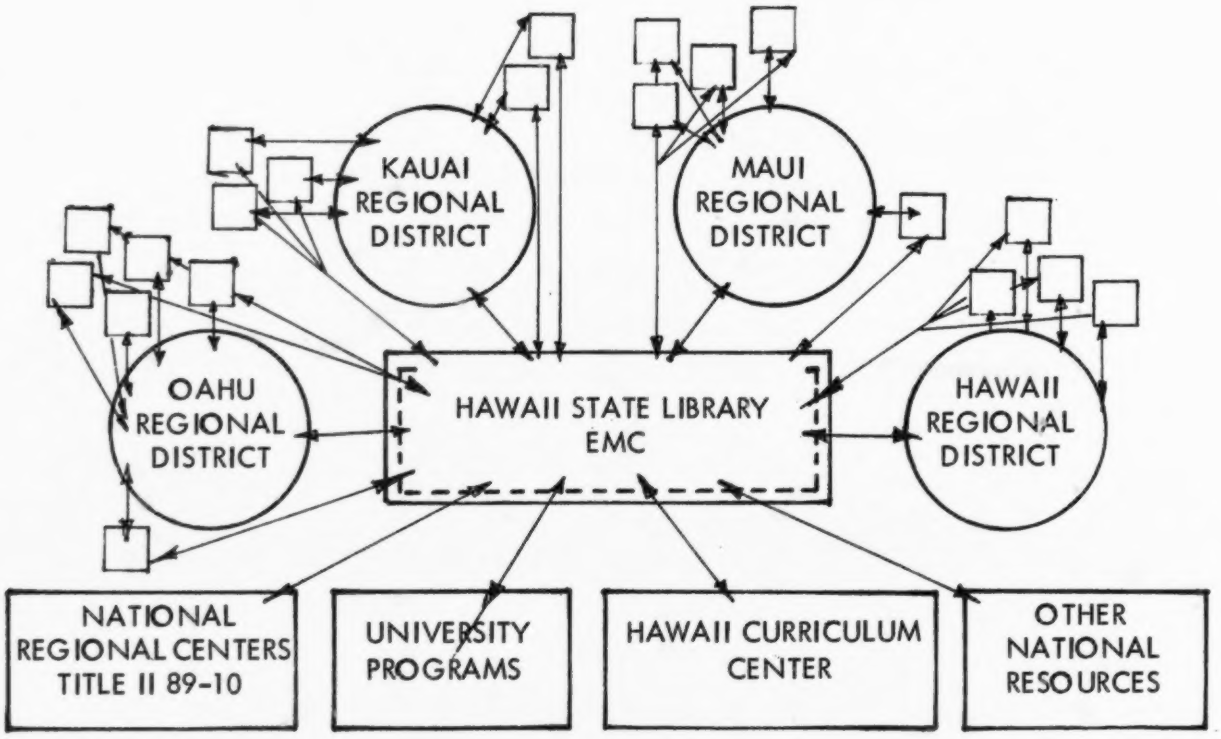
PATRONS

☐ SCHOOL LIBRARIES

▽ THE COMMUNITY LIBRARY - to meet the most frequent needs of library users with general reference resources and basic collections of classic and current reading material in subjects of general interest to all ages. School libraries will request appropriate materials from community libraries.

⬭ THE REGIONAL LIBRARY - to provide higher levels of information, references, and bibliographical resources, and more comprehensive collections of both general and specialized interest. (Six existing libraries with strong collections are designated as regional libraries and one is being constructed.)

▭ THE RESEARCH LIBRARY - to provide highly specialized research materials and extensive collections of indexes, abstracting services, back files of periodicals, microfilm materials, and government documents. (The Hawaii State Library serves as the research library for Hawaii.)


KAUAI REGIONAL DISTRICT
MAUI REGIONAL DISTRICT
OAHU REGIONAL DISTRICT
HAWAII STATE LIBRARY EMC
HAWAII REGIONAL DISTRICT
NATIONAL REGIONAL CENTERS TITLE II 89-10
UNIVERSITY PROGRAMS
HAWAII CURRICULUM CENTER
OTHER NATIONAL RESOURCES

STATEWIDE PUBLIC AND SCHOOL LIBRARY PROGRAMS

MAJOR FUNCTIONS

- COMMUNITY LIBRARY - Local Services

- CENTRAL COLLECTIONS
  References & Bibliographical Services

- GOVERNMENT PUBLICATIONS
  Depository & Distribution Services

- SPECIAL SERVICES
  Centralized Processing · Bookmobile
  Inter-Library Loan · Services for
  Blind & Visually Handicapped

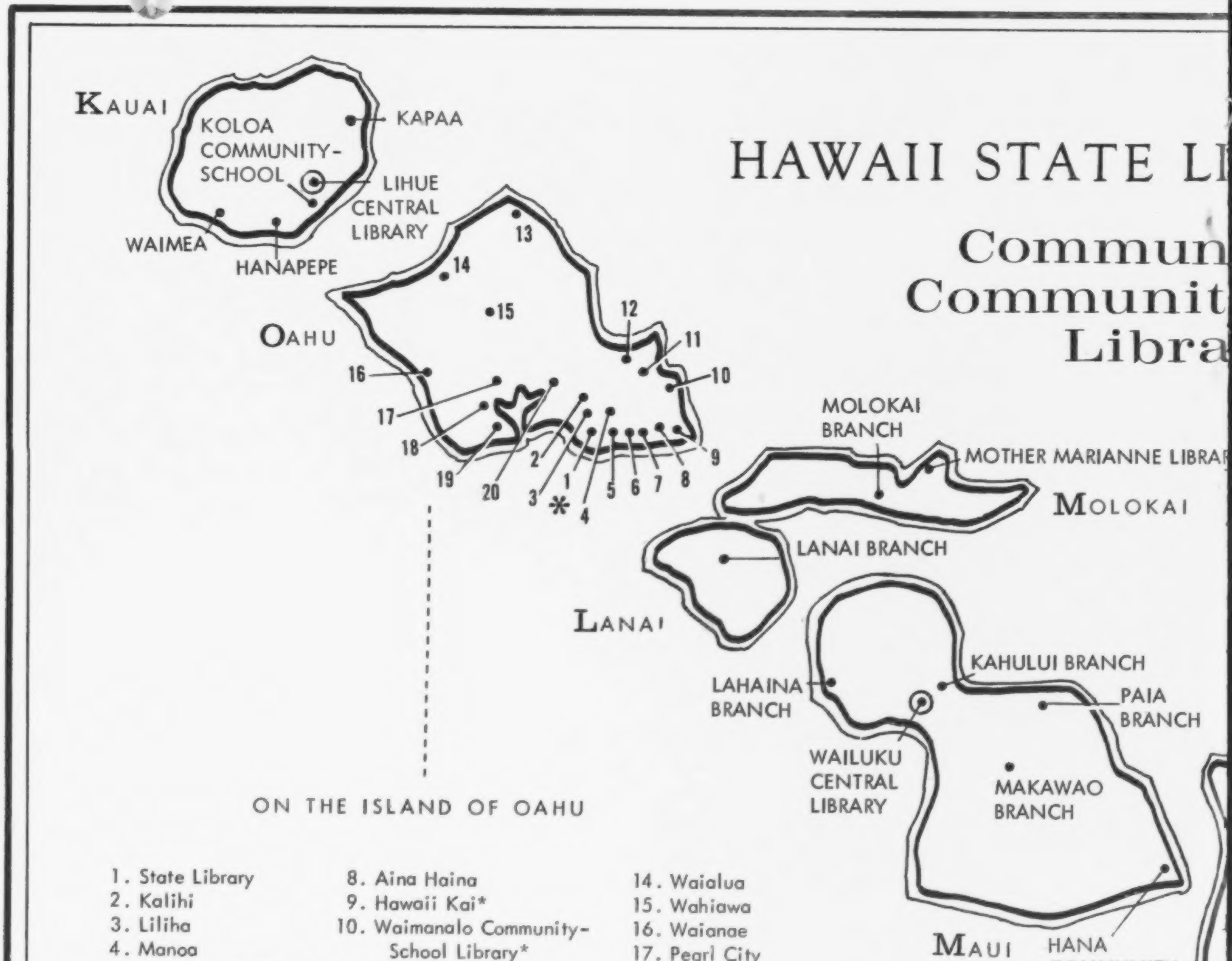
- TECHNICAL PLANNING
  Standards · Training · Evaluation Services

- FEDERAL AID ADMINISTRATION

- LIBRARY FACILITIES
  Planning · Security · Maintenance
  Up-Keep

- CONSULTATIVE SERVICES
  Library Services to State Agencies

- COORDINATIVE ACTIVITIES - Federal & State
  Resource Procurement Activities


HAWAII STATE LI
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LIHUE CENTRAL LIBRARY
WAIMEA
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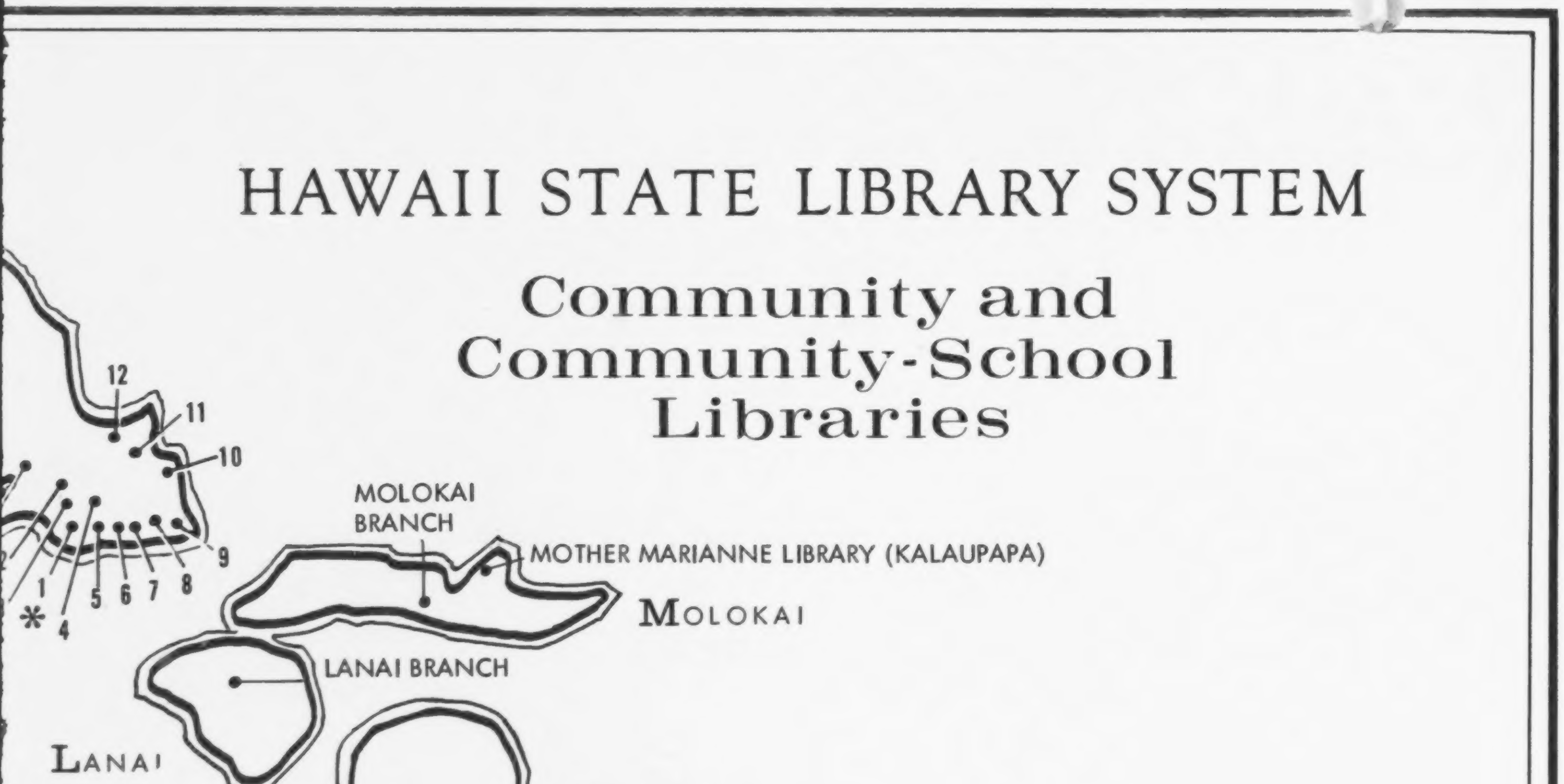
MOLOKAI BRANCH
MOTHER MARIANNE LIBRA
MOLOKAI
LANAI BRANCH
LANAI
KAHULUI BRANCH
LAHAINA BRANCH
PAIA BRANCH
WAILUKU CENTRAL LIBRARY
MAKAWAO BRANCH
MAUI
HANA COMMUNITY-SCHOOL LIBRARY**
HAWA
ON THE ISLAND OF OAHU
1. State Library
2. Kalihi
3. Liliha
4. Manoa
5. McCully-Moiliili
6. Waikiki
7. Kaimuki
8. Aina Haina
9. Hawaii Kai*
10. Waimanalo Community-School Library*
11. Kailua
12. Kaneohe
13. Kahuku Community-School Library
14. Waialua
15. Wahiawa
16. Waianae
17. Pearl City
18. Waipahu
19. Ewa Beach**
20. Aiea
*Proposed
**Preliminary Planning Stage
OFFICE OF LIBRARY SERVICES DEPARTMENT OF EDUCATION STATE OF HAWAII



HAWAII STATE LIBRARY SYSTEM

Community and Community-School Libraries

12
11
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6
7
8
MOLOKAI BRANCH
MOTHER MARIANNE LIBRARY (KALAUPAPA)
MOLOKAI
LANAI BRANCH
LANAI
KAHULUI BRANCH
LAHAINA BRANCH
PAIA BRANCH
WAILUKU CENTRAL LIBRARY
MAKAWAO BRANCH
AHU
MAUI
HANA COMMUNITY-SCHOOL LIBRARY**
KOHALA BRANCH
HONOKAA BRANCH
PAPAALOA BRANCH
WAIMEA BRANCH
HILO (CENTRAL LIBRARY)
HOLUALOA BRANCH
KEAAU COMMUNITY-SCHOOL LIBRARY
KONA BRANCH
PAHOA COMMUNITY-SCHOOL LIBRARY
HAWAII
PAHALA BRANCH COMMUNITY-SCHOOL
14. Waialua
15. Wahiawa
16. Waianae
17. Pearl City
18. Waipahu
19. Ewa Beach**
20. Aiea
unity-
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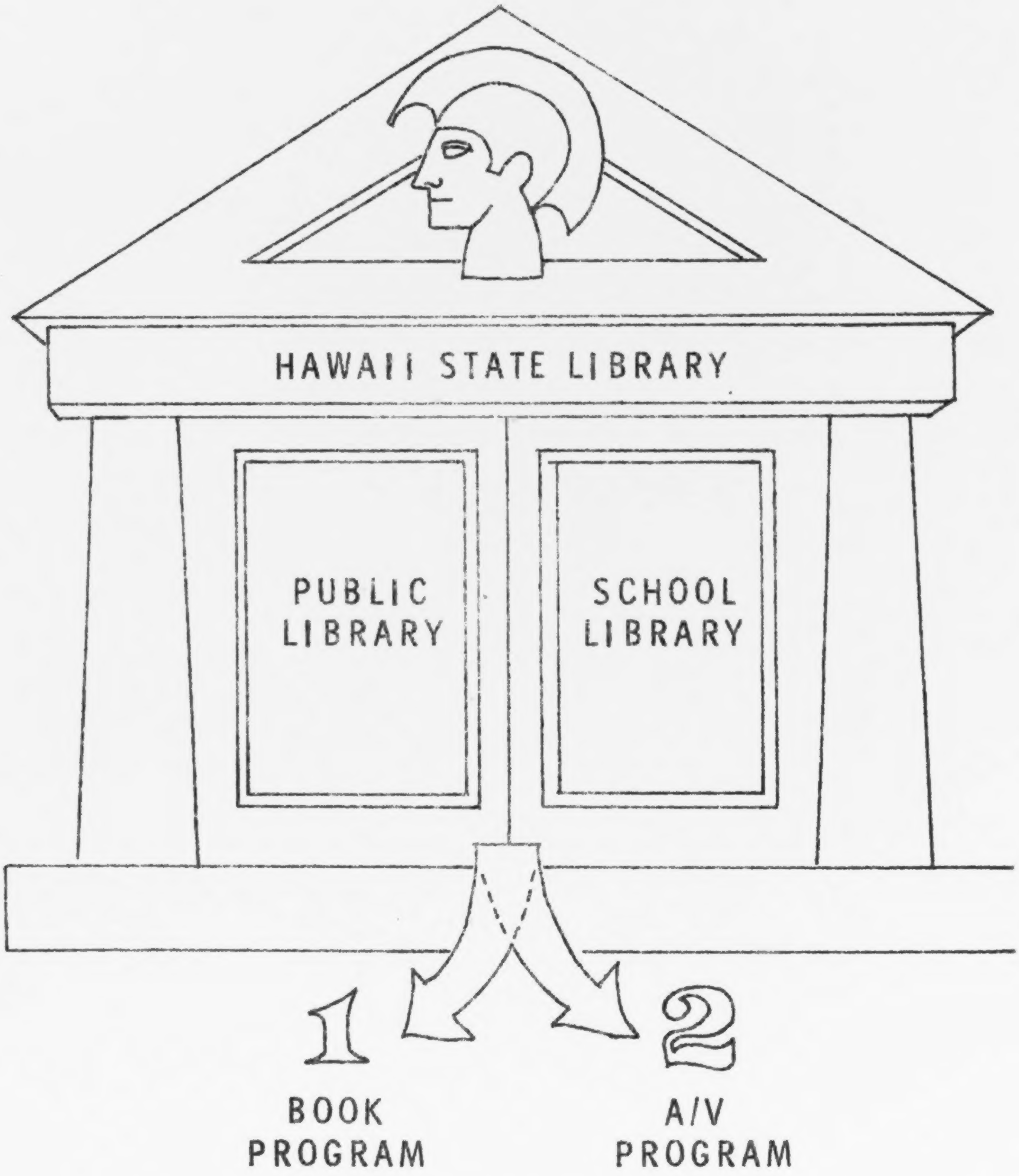
anning Stage

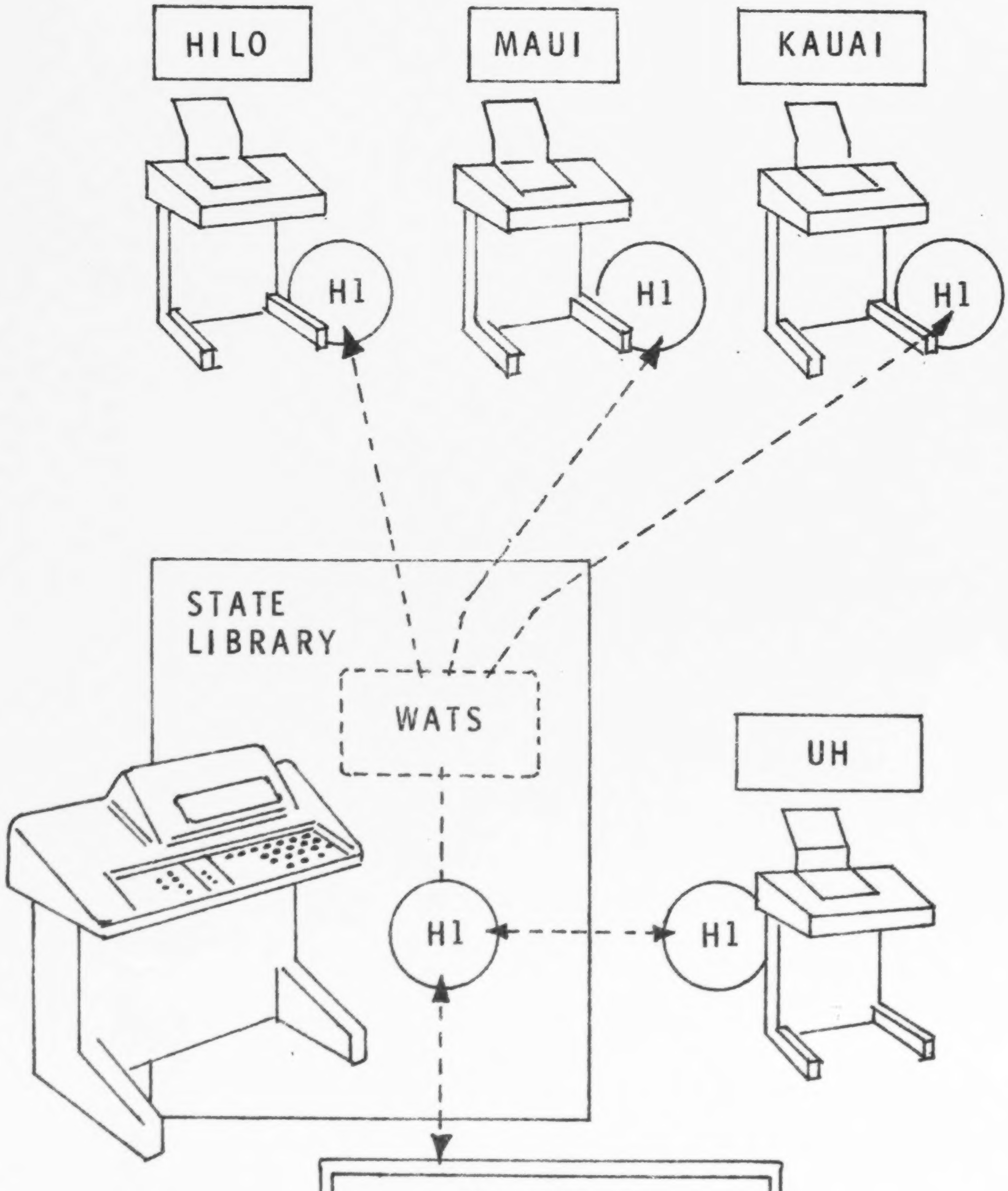
OF EDUCATION ✠ STATE OF HAWAII

November - 1967

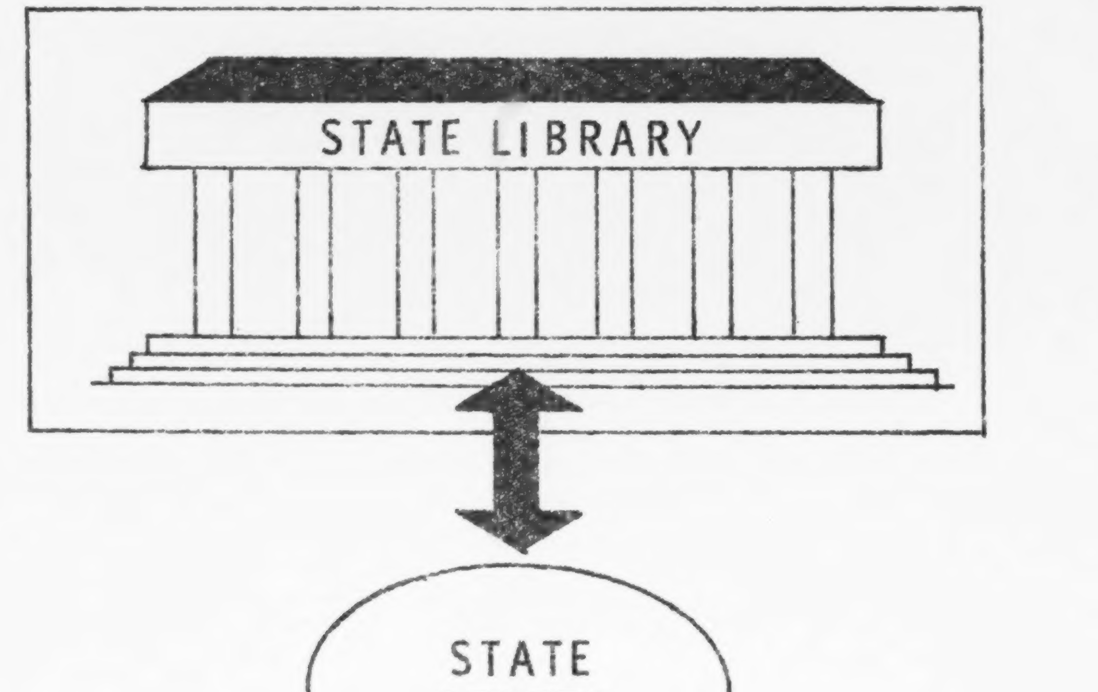

HAWAII STATE LIBRARY
PUBLIC LIBRARY
SCHOOL LIBRARY
1
2
BOOK PROGRAM
A/V PROGRAM

COORDINATIVE RELATIONSHIP
OF HAWAII'S LIBRARIES

HAWAII STATE LIBRARY TELETYPE SYSTEM


HILO
MAUI
KAUAI
H1
H1
H1
STATE LIBRARY
WATS
UH
H1
H1
MAINLAND

INSTRUCTIONAL MATERIALS NETWORK


STATE LIBRARY
STATE CENTER
DISTRICT OFFICE
SCHOOL INSTRUCTIONAL MATERIALS CENTERS

LSCA

Plan Section Number 3.0

State Hawaii

Fiscal Year 1967

3.0 Public library construction, Title II.

3.1 Criteria, priorities and procedures.

The criteria to be applied, and the procedures to be followed in applying them, for the approval by the State agency of projects for construction of public library facilities are as follows.

Public library construction projects are developed by joint consideration and discussion between the State Librarian, county librarian and the Library Advisory Commissions.

Approval of State projects is made according to the following priority with reference to principles in section 3.1:

1. State library building
2. Central county libraries
3. Branch libraries

The Hawaii State Library system is a totally statewide integrated system and as such there are no local agencies.

Library projects are initiated by the State Librarian's office at the request of and in consultation with the Library Advisory Commissions on each island and the county librarians. These projects are included in the Capital Improvements program of the State after recommendation by the Board of Education. The legislature appropriates amounts for these projects in its Capital Improvements Budget. Funds for library projects are earmarked for these projects and held by the Department of Budget and Finance. They are released by the Governor as projects are implemented.

The State Librarian's office supervises all construction projects. The Department of Accounting and General Services acts as liaison for the State Librarian's office since they are charged with this responsibility by law. Construction is supervised and inspected regularly by the staff of the Division of Public Works of the Department of Accounting and General Services and reports are made on progress of the work. Staff of the State Librarian's office and the Facilities Branch of the Business office of the Department of Education make periodic inspections, approve any changes on project development and approve the acceptance of the completed building. No funds are allocated in the services for contracting with the Department of Accounting and General Services since they are supported by a percentage formula contained in the appropriations act.

LSCA

Plan Section Number 3.1 (Continued-2)

State Hawaii

Fiscal Year 1967

3.1 Criteria, priorities and procedures (Continued-2)

The Department of Accounting and General Services, Public Works Division requires of all contractors and subcontractors Nondiscriminative Provisions of U. S. Government Contracts, Standard Form 100, to comply with Executive Order No. 11246, as amended.

The criteria to be used by the State agency in determining which areas are without the library facilities necessary to develop library services in implementing the state plan for construction is as follows:

Standards

Facility demand. (The basis for determining construction project is as follows.)

A. State Library building designed to house all library functions at the State level as included in American Library Association Standards for Library Functions at the State Level.

B. Central library function in each county adequate to perform modern library services at the county level and offer a full range of library services and materials and in addition supplemental reference and interloan services and book ordering, cataloging, central bookmobile collection, equipment and supplies, preparation of lists and other functions.

C. Branch libraries for community population concentration of 5,000-7,500 or more within a 2½ - 5 mile radius, a 1½ - 2½ mile radius or a 1 - 1½ mile radius or when an objective survey shows that a proposed branch will be assured of a minimum annual circulation of 75,000 (of which 45 per cent to 50 per cent will be adult circulation) and that in addition at least 10,000 adult informational questions will be answered annually.

A branch circulating 75,000 or more books a year should have at least 5,000 sq. ft. with about 65 seats for adults and 45 for children.

A branch library should be located in the center of pedestrian traffic.

LSCA

Plan Section Number 3.1 (Continued-3)

State Hawaii

Fiscal Year 1967

3.1 Criteria, priorities and procedures (Continued-3)

Standards (Continued)

Facility demand (Continued)

D. (Continued)

School-public library combinations wherever located should have a minimum of 7,000 square feet and should be located to insure the maximum of pedestrian and automobile traffic by the general public.

Bookmobiles should have a capacity of 2,500 to 4,000 volumes; be planned and operated to serve as many adults as children and to lend as many adult books as children's; and carry collections to render quick everyday reference.

Site requirements	Central library, 0.65 sq. ft. per capita, including parking. Branch library, 0.85 sq. ft. per capita, including parking.
Floor space requirements (minimum standards)	Central library, 0.45 sq. ft. per capita. Branch library, 1 sq. ft. per capita.
Minimum branch library size	5,000 sq. ft.
General development	Library buildings should be functional, efficient and inviting. They should be expandable since service demands grow as the population grows. Off-street parking should be provided at a ratio of 1.5 square feet per square foot of floor space.

LSCA

Plan Section Number 3.2

State Hawaii

Fiscal Year 1967

3.2 Opportunity for State hearing.

Since Hawaii is an integrated system and has no local agencies, this section does not apply. The budget mechanism for Capital Improvements Projects includes those projects desired by the various counties and are included in the budget adopted by the Board of Education.

3.3 Davis-Bacon Act and Contract Work Hours Standards Act.

As required by section 203(a) (4) of the Library Services and Construction Act, all laborers and mechanics employed by contractors or subcontractors on all construction projects assisted under the Act shall be paid wages at rates not less than those prevailing on similar construction in Hawaii, as determined by the Secretary of Labor in accordance with the Davis-Bacon Act as amended, and shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours Standards Act.

LSCA

Plan Section Number 4.0

State Hawaii

Fiscal Year 1967

4.0 Interlibrary cooperation - Title III.

The plan for Hawaii is in preparation and will be submitted when completed at a later date.

LSCA

Plan Section Number 5.0

State Hawaii

Fiscal Year 1967

5.0 State institutional library services - Title IV, Part A.

The plan for Hawaii is in preparation and will be submitted when completed at a later date.

LSCA

Plan Section Number 6.0

State Hawaii

Fiscal Year 1967

6.0 Library services to the physically handicapped - Title IV, Part B.

The plan for Hawaii is in preparation and will be submitted when completed at a later date.

LSCA

Plan Section Number 7.0

State Hawaii

Fiscal Year 1967

7.0 Legal authority.

State Laws, Executive Orders, and policies of the Board of Education and other pertinent material have been appended to Section 1.13, 1.5, 1.72, and 1.75.

LSCA

Plan Section Number 8.0

State Hawaii

Fiscal Year 1967

8.0 Suggested certification forms.

8.1 Certification of State plan (or amendments thereto) by official of the State agency authorized to submit the State plan.

State of Hawaii. I hereby certify that the attached State plan (or amendment) was duly adopted by the State agency on January 5, 1967, and will constitute the basis for participation of the State of Hawaii under the Library Services and Construction Act, as amended.

March 23, 1967
(Date)

James B. Hunt
(Signature)
Assistant Superintendent
for Library Services
(State Librarian)
(Title of authorized
State agency official)

LSCA

Plan Section Number 8.2

State Hawaii

Fiscal Year 1967

8.2 Certification by State Attorney General or other official designated in accordance with State law to advise the State agency on legal matters (to accompany original plan).

State of Hawaii. I hereby certify that Office of Library Services, Department of Education, the State agency named in the plan, is the sole State agency for administration of the plan or for supervision of the administration of the plan; and that such State agency has authority under State law to develop, submit, and administer or supervise the administration of the plan; that the official title of the officer authorized to submit the State plan is Assistant Superintendent for Library Services (State Librarian); that the State treasurer or Director of Finance, State of Hawaii, has authority under State law to receive, hold and disburse Federal funds under the State plan; and that all provisions contained in the plan are consistent with State law and that all copies of laws, citations to pertinent laws, and interpretations thereof relative thereto are included in the plan and are correct.

March 29, 1967 (Date)	/s/ Roy Y. Takeyama (Signature)
	Deputy Attorney General (Title)